



Personnel

**AFJROTC OFFICER TRAINING CORPS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

This instruction provides detailed guidance for operating an Air Force Junior Reserve Officer Training Corps (AFJROTC) unit. It implements or explains provisions of Air Force, Air Education and Training Command (AETC), and Department of Defense (DOD) directives and complements AFROTC publications. It applies to headquarters, all regions, and junior units.

**SUMMARY OF REVISIONS**

Allows instructors to go teach ninth graders at a facility other than the host school (1.1.2); allows units receiving elective credit to reverse the 60/40 AS/LE ratio (1.2.3); changes COSSA frequency to every other year (1.3.10); makes DOJE POC for leadership schools (2.3.4); clarifies conditions for receiving credit for for-credit leadership schools (2.3.4.1); removes requirement to submit requests for summer school courses to AFROTC/DOJE (2.3.5); changes minimum number of cables (2.4.3.2); adds methods for changing aircraft configuration, and specifies requirement of configuration (2.4.3.3); specifies control mechanisms in model, and changes the name of modeling organization (2.4.3.4); changes battery requirement (2.4.3.4.2); adds a gas powered model aircraft category (2.4.3.4.3); specifies judging criteria (2.4.3.4.3.1 & 2.4.3.4.3.2); clarifies conditions for hospitalization and medical care at Air Force medical facilities (2.5.2); clarifies service academy nomination process (2.7, 2.72-2.7.3); removes numeric designation (3.1.3 & 3.1.4); clarifies the uniform requirement for instructor recertifications (3.4.6); clarifies medical and liability coverage policy for AFJROTC activities (3.7.1); adds service dress coat requirement exception for first year cadets per permanent waiver (3.8.7); allows seniors to wear badge after one grading period (5.2.1); clarifies criteria for award and specifies OPR (5.2.6); substantial changes have been made to Chapter 4 and it should be reviewed in full; changes name of uniform item (5.2.13); adds new uniform item (5.2.15); adds information for inclusion in report (5.3.3.1); includes new titles of ribbons (5.3.4); changes title of award and selection criteria(5.3.5.10); adds requirement of a citation for requesting award (5.3.5.10.1); adds new award and specifies criteria(5.3.5.19 & 5.3.19.1); changes title and criteria of award (5.3.5.24 & 5.3.5.25); clarifies ribbon device and limits number of times ribbon may be earned to one (5.3.5.28); changes suspense date (5.5.1.1); substantial changes have been made to Chapter 6 and it should be reviewed in full; substantial changes have been made to the Attachments section and it should be reviewed in full; AFROTCI 36-4, *AFJROTC Instructor Management*, has been superseded by AFROTCI 36-2004 and all references have been changed accordingly; AFROTCI 23-1, *Air Force Junior ROTC Supply and Services Procedures*, has been superseded by AFOATSI 23-101 and all references have been changes accordingly.

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## Chapter 1 Scope and Definitions

### 1.1. Definitions.

**1.1.1. Scope of Program.** Air Force Junior Reserve Officer Training Corps programs are conducted at the secondary level of education. A unit may not be established or maintained by the Air Force in a school that hosts a Junior ROTC (JROTC) program from another service, except when located at Military Schools as described in para 1.1.5.

**\*1.1.2.** Cross-town, satellite units, or like arrangements will not be established since they are considered tantamount to establishing units over and above the number authorized by the Secretary of Defense and approved by the Secretary of the Air Force. Instructors will not instruct at a facility other than the contractually identified (host-school) location or any facility not under the jurisdiction of the host-school principal. The only exception is that instructors may go teach ninth graders located at a feeder school to the three-grade secondary school hosting the unit.

**1.1.3. Mission.** The mission of the AFJROTC program is to “build better citizens for America.”

**1.1.4. Goals.** The goal of the AFJROTC program is to instill in high school cadets the values of: citizenship, service to the United States, personal responsibility, and a sense of accomplishment.

**1.1.5. Military Schools.** Military-oriented schools at the secondary level that organize students as a corps of cadets under constantly maintained discipline. All members of the corps are required to be in uniform for most school activities, meeting standards similar to those maintained at military academies. A 4-year aerospace science program is required.

**1.1.6. High Schools.** Public or private secondary institutions that are not operated under the concept of para 1.1.5.

**1.1.7. Service Educational Activity (SEA).** Any educational activity designated by the Office of the Assistant Secretary of Defense (Acquisition and Logistics) as being of special interest to the armed services (for example, AFJROTC). This status allows AFJROTC units to have access to the services of the Defense Reutilization and Marketing Office (DRMO) and to accept Department of Defense (DOD) donations.

**1.1.8. Donation Agreement.** An agreement between the host school and HQ AFOATS/SDLJ explaining the procedures for obtaining and controlling surplus property from DRMO.

**1.1.9. AFJROTC Instructor.** Each AFJROTC unit must have at least one retired Air Force officer and one retired noncommissioned officer (NCO) whose qualifications meet the prerequisites outlined in AFROTCI 36-2004, *AFJROTC Instructor Management*. Additional positions are authorized as cadet enrollment exceeds 151 and will rapidly approach 200. Subsequent increases are authorized when cadet enrollment increases by increments of 100 (251, 351, etc.). Officers may be substituted for additional NCO positions, when justified and requested by the school authority. AFROTC/DOJ ensures all instructors meet established criteria, approves requests for additional instructor authorizations, and substitutes officers for NCO positions.

**1.1.9.1.** AFROTC/DOJ uses AFROTC Form 227, **Program Status Report (PSR)** of the present year and the previous year to verify the average number of students to determine instructor authorizations.

**1.1.10. Air Force/School Agreement.** A legally binding contract between the AFROTC Commander and the host school superintendent as a condition of unit activation and operation that stipulates standards and guidelines for unit operation.

**1.2. Curriculum.** Paragraphs 1.2.1. through 1.2.7. provide general definitions relevant to the AFJROTC curriculum.

**1.2.1. Academic Program.** The AFJROTC method of instruction which includes a 3- or 4-year program that includes Aerospace Science (AS) and Leadership Education (LE) curriculum. Host schools must offer a minimum of 120 contact hours of AFJROTC instruction. Nonmilitary schools may offer a 3- or 4-year program; however, 4-year programs in 4-year schools are strongly encouraged.

**1.2.2. Academic Year (AY).** The period of academic instruction at a secondary institution whose completion results in a student progressing from one grade level to another.

**\*1.2.3. Basic Curriculum (BC).** The BC of AFJROTC must consist of a minimum of 120 contact hours that includes a combination of Aerospace Science (AS) and Leadership Education (LE). For those units that receive core credit (i.e., Math, Science, Health), AS must comprise approximately 60 percent of the curriculum with the remaining 40 percent addressing LE topics. Units receiving elective credit have the option of reversing the 60 percent AS and 40 percent LE. If a unit is currently receiving elective credit and operating under the reversed curriculum, and later applies for and receives approval for core credit, that unit must revert back to the original 60/40 ratio. Students will be given credit towards graduation for successful completion of JROTC.

**1.2.4. Aerospace Science (AS).** AS constitutes the core text of the AFJROTC program and focuses on the history, development, and application of aerospace knowledge.

**1.2.5. Leadership Education (LE).** The portion of the AFJROTC curriculum that develops leadership skills and acquaints students with the practical application of life skills to include discipline, responsibility, leadership, followership, and citizenship.

**1.2.6. Honors Ground School.** The honors ground school is an academically challenging course for the unit's top achievers. It will not be considered part of the regular curriculum. It should not be open to any interested student, but limited similar to other honors classes at the host school. Entry into honors ground school should be earned by high achievement and extensive involvement in AFJROTC courses and cadet corps activities. Honors ground school program policies can be found in the Curriculum Material, Publications, and Forms (CMPF) booklet.

**1.2.7. Experimental Curricula.** Senior Aerospace Science Instructors may submit proposals to AFROTC/DOJE for significant experimental departures from the current AFJROTC curriculum. Requests must specifically state the nature of the request and time period of the experiment.

### **1.3. Personnel, Duties, and Responsibilities.**

**1.3.1. Senior Aerospace Science Instructor (SASI).** The senior retired Air Force officer employed by the host school with the concurrence of AFROTC to manage and conduct the AFJROTC program in accordance with AFROTC directives. The SASI reports to the principal (or equivalent) and ensures applicable instructions are complied with and the unit is operated and maintained in an efficient, military manner. Detailed guidance for instructors is found in AFROTCI 36-2004.

**1.3.2. Aerospace Science Instructor (ASI).** A retired Air Force officer or noncommissioned officer employed by the secondary school with the concurrence of AFROTC to assist the SASI. The ASI is supervised by, and reports directly to, the SASI. Detailed guidance for instructors is found in AFROTCI 36-2004.

**1.3.3. Instructor Application Procedures.** Individuals interested in applying for AFJROTC instructor positions should request information from AFROTC/DOJI, 551 East Maxwell Blvd, Maxwell AFB AL 36112-6106. Detailed guidance on duties, responsibilities, and employment standards can be found in AFROTCI 36-2004.

**1.3.4. AFJROTC Graduate.** A student who has successfully completed the AFJROTC program as prescribed by law and Air Force instructions and has been awarded AFROTC Form 310, **AFJROTC Certificate of Completion**.

**1.3.5. AFJROTC Cadet.** A student who meets eligibility requirements for membership as described in para 3.5. through 3.5.1.5. and is currently enrolled in AFJROTC.

**1.3.6. Special Student.** A student who does not meet the eligibility requirements for membership as defined in para 3.5. through 3.5.1.5. but is permitted to receive AFJROTC instruction. Special students are specifically defined in para 3.5.2.

**1.3.7. Region Commander.** The region commander is the senior AFROTC officer in a geographic area and is responsible for monitoring AFJROTC matters within that area.

**1.3.7.1.** Region commanders ensure staff visits and inspections are conducted by area managers or a designated AFROTC representative as directed by AFROTC to include staff assistance visits, contract compliance reviews, and no-notice visits. The region commander ensures the results of all visits are reported to AFROTC/DOJO within 21 days on AFROTC Form 37 **Report of Visit to AFJROTC Unit**, or a narrative letter, as appropriate. The region commander reviews all reports prior to submission.

**1.3.7.2.** Region commanders supervise their region's Outstanding Instructor Award program. Specific guidance can be found in AFROTCI 36-2004.

**1.3.7.3.** Region commanders assist area managers in resolving supply problems between AFJROTC units and their support base, host school, or other agencies.

**1.3.7.4.** Region commanders are the approval/reviewing authority for inventory adjustment vouchers over \$2,500 but not exceeding \$10,000. Specific guidance can be found in AFOATSI 23-101, *Air Force Junior ROTC Supply and Services Procedures*.

**1.3.7.5.** Region commanders are the approval/reviewing authority for reports of survey. Specific guidance can be found in AFROTCI 23-101.

**1.3.7.6.** Region commanders forward recommendations and background information on situations that cannot be resolved locally to the appropriate AFROTC staff agency for action.

**1.3.7.7.** Region commanders monitor performance, conduct, and adherence to standards of instructors within their region and make appropriate recommendations on certification to AFROTC/DOJI. Specific guidance can be found in AFROTCI 36-2004.

**1.3.7.8.** Region commanders perform investigations and inquiries as directed by AFROTC/CC.

**1.3.7.9.** Region commanders assist with the orderly activation and deactivation of AFJROTC units in accordance with current OPLANs.

**1.3.7.10.** Region commanders nominate local school officials to AFROTC/DOJ for membership in the Council on Secondary School Affairs (COSSA).

**1.3.7.11.** Region commanders select one officer from their region for the Outstanding Area Manager of the Year award and forward the information to AFROTC/DOJ by 1 May each year.

**1.3.8. Area Manager.** Area managers are Regional Directors of Admissions (RDA) performing duties for AFJROTC. The area manager reports to the region commander on the conduct of the program at units within their area. The area manager serves as the region commander's primary oversight mechanism and staff representative and assists units with facilities, supply, security, administrative matters, and school or community relations. Area managers forward recommendations and background information on situations that cannot be resolved locally to the region commander or appropriate AFROTC staff agency.

**1.3.8.1** Area managers conduct inspections, staff assistance visits, and no-notice visits in accordance with current AFROTC guidelines. Unit inspections are documented with AFROTC Form 37. Visits and inspections should be coordinated with appropriate school officials and out-briefings given. Area managers will visit units in probationary status at least once during the probationary period. School officials are informed of visit results by letter and AFROTC Form 37. Staff assistance visits can be documented by a narrative letter, if appropriate. Area managers will maintain AFROTC Form 37s for one year or when no longer needed.

**1.3.8.2.** Initial staff assistance visits are conducted by area managers to newly established units within two months after the first day of instruction. These visits are designed to alleviate activation problems and ensure the school has commenced operation as prescribed by the Air Force/School Agreement.

**1.3.8.3.** Area managers inspect property acquired by AFJROTC units under the DOD Surplus Property Program. The area manager also reviews the inventories of Air Force supplied materials and curriculum.

**1.3.8.4.** Area managers are authorized to present certificates during a unit visit to cadets recognized under the Cadet Outstanding Performer Program.

**1.3.8.5.** Area managers serve as the approval/review authority for inventory adjustment vouchers of less than \$2,500. Detailed guidance can be found in AFROTCI 23-101.

**1.3.8.6.** Area managers recommend AFJROTC instructors for the Outstanding Instructor Award Program and school officials for membership in COSSA. Recommendations are forwarded to the region commander.

**1.3.8.7.** Area managers represent AFROTC at award presentations, public ceremonies, and other AFJROTC unit functions.

**1.3.8.8.** Area managers conduct site surveys (as directed by AFROTC/DOJO) of schools applying to establish an AFJROTC unit and forward the results to AFROTC/DOJO.

**1.3.8.9.** Area managers are authorized to assist in organizing and conducting regional workshops for instructor recertification.

**1.3.9. Chief, Junior Program Branch (AFROTC/DOJ).** AFROTC/DOJ manages program operations, instructor management, curriculum, and is responsible for overall program content, direction, and coordination. AFROTC/DOJ also coordinates all AFJROTC issues under the responsibility of other offices.

**1.3.9.1.** AFROTC/DOJ serves as approval/review authority regarding requests for demilitarized weapons and sabers, computer equipment obtained through Air Force channels, uniform policies, and budget requests for AFJROTC units.

**1.3.9.2.** AFROTC/DOJ provides program guidance to region commanders, area managers, other HQ AFOATS and AFROTC staff agencies, AFJROTC units, instructors, and school officials as required.

**1.3.9.3.** AFROTC/DOJ establishes procedures and standards for unit inspections, establishment, and disestablishment IAW DODI 1205.13, *Junior Reserve Officer Training Corps Program*, enclosure 2.

**1.3.9.4.** AFROTC/DOJ coordinates staff visits by personnel of other staff agencies responsible for specific program areas to units, and conducts no-notice, special, or supervisory visits to units as necessary.

**1.3.9.5.** AFROTC/DOJ is the approval/review authority for the selection of COSSA membership.

**1.3.9.6.** AFROTC/DOJ establishes procedures for waivers of required publications listed in the Curriculum Material, Publications, and Forms guide (CMPF).

**\*1.3.10. Council on Secondary School Affairs (COSSA).** COSSA meets once every 2 years and is comprised of representatives from high schools and districts hosting AFJROTC units. COSSA advises and makes recommendations to the AFROTC and AFOATS commanders regarding current issues and problem areas. AFROTC/DOJ selects members from nominations made by area managers through region commanders.

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## Chapter 2 Special Programs

**2.1. Airlift.** AFJROTC students and instructors, in appropriate uniform, who are members of an organized AFJROTC activity, and civilian officials functioning in a chaperone capacity are authorized flights in DOD operated aircraft. AFJROTC cadets are not guaranteed flights or airlift. Orientation flights and point-to-point airlift are services provided as resources allow on an unfunded, noninterference, space-available basis (no cost to the Air Force or AFROTC). The base commander determines the availability of aircraft and resources.

**2.1.1.** Orientation flights are continuous flights within the local flying area which terminate at the point of origin. Point-to-point airlift is leaving one location and landing at another location before returning to the point of origin regardless of the length of stay at the second location.

**2.1.2.** Orientation flights and point-to-point airlift are school sponsored activities similar to any other AFJROTC activity and must be approved by the principal according to local guidelines.

**2.1.3.** The SASI must contact the airfield manager, public affairs, and/or the flying unit to arrange for the flight. Units should be flexible for flight dates and departure times, understanding the flying unit makes such arrangements as their resources allow. AFROTC funds are not authorized for any costs associated with airlift. Therefore, units must clearly indicate the mission must be a regular training mission or previously funded by another agency.

**2.1.3.1.** Flying units and supporting airfield managers may have different requirements for airlift. AFJROTC units must ensure the flying unit and the supporting airfield manager's requirements are satisfied. This could include, but may not be limited to, student-chaperone ratios or baggage requirements.

**2.1.3.2.** SASIs will complete and submit AF Form 3908, **Military Airlift Request**, to AFROTC/DOJO. The request will be validated and forwarded to HQ CAP-USAF/XOO. The submitted request must identify the supporting flying unit in addition to dates, times, and locations.

**2.1.4.** AFJROTC cadets and instructors must be in uniform. Cadets must be in groups continually supervised by an SASI, ASI, or a school-approved chaperone. Personnel used for supervision must also be approved by the airfield manager/flying unit. However, schools and flying units/airfield managers may have more restrictive requirements. Units should have contingency plans to ensure return to the point of origin if transportation is canceled or delayed beyond a reasonable length of time. Unaccompanied cadets are not authorized airlift.

**2.2. Vehicle Support.** The use of government vehicles is authorized to transport AFJROTC cadets. Contact the supporting base Vehicle Control Officer (VCO) for assistance. Transportation support is not guaranteed, but is provided at the discretion of the VCO and base commander as resources allow. Instructors are not authorized to operate government vehicles.

**2.3. Cocurricular Activities.** Cocurricular activities are functions cadets help plan and are designed to augment AFJROTC classroom and leadership education experience. For example, a dining-in not only stimulates *esprit de corps*, but also provides experience in Air Force customs and traditions.

**2.3.1. Curriculum in Action (CIA).** CIA is a term used to describe school-sponsored cocurricular activities (field trips) that directly support or serve as an extension of the AFJROTC curriculum. They are sponsored and approved using the same procedures as any other class/organization in the high school by the appropriate school authority.

**2.3.2. Awareness Presentation Team (APT).** APT is an academic endeavor designed to provide positive role models for elementary and middle school students. It also provides a practical application of the skills learned in the leadership education portion of the AFJROTC curriculum.

**2.3.2.1.** An APT team is normally composed of three cadets selected by the SASI based on their demeanor, verbal abilities, and professional appearance. The teams are responsible for selecting topics, conducting research, writing, and presenting the material used. The SASI in concurrence with the principal is the topic/content approval authority.

**2.3.2.2.** Team members should not be considered or advertised as experts. They should be prepared to deliver brief presentations on a topic of current interest that can include, but is not limited to, high school dropouts or drug use/abuse. Question and answer sessions are not part of APT presentations. All APT presentations must be cleared and approved by the high school principal.

**2.3.2.3.** Submit AFROTC Form 225, **Awareness Presentation Team Feedback**, to AFROTC/DOJO upon completion of an APT presentation.

**2.3.3. Kitty Hawk Air Society (KHAS).** KHAS is the academic honor society of AFJROTC. Its purpose is to promote high academic standards, school and community service, self-confidence, and initiative. KHAS also develops leadership abilities, recognizes academic excellence, and furthers members' knowledge of the Air Force role in aerospace. KHAS has the flexibility to include objectives of local unit chapters under a single umbrella with the advantages of national stature. Consult Cyber-Campus for complete details.

**\*2.3.4. Leadership School (LS).** LS programs are authorized as for-credit and non-credit. They are school-sponsored activities and are approved using the same procedures as other classes/organizations in the high school by the appropriate school authority. When advising AFROTC/DOJE of your leadership school, be sure to indicate if your school is giving credit.

**\*2.3.4.1.** For-credit LS program must be reviewed/approved by the appropriate school authority. Cadets from the sponsoring school who attend the for-credit LS program must receive credit towards graduation and the credit must appear on the cadets' transcript (no more than 2 LS credits may be used towards completion of the AFJROTC program). Cadets attending the for-credit LS program from a school other than the sponsoring school only receive credit at the discretion of the non-sponsoring school's principal. It may be possible to count cadets attending for-credit LS programs toward viability. Cadets attending non-credit LS programs are not counted toward viability, funding, or instructor authorizations.

**2.3.4.2.** For-credit and non-credit LS do not have to comply with the 60/40 AS/LE ratio.

**2.3.4.3.** Leadership schools are normally conducted during the summer months. However, there are no restrictions on conducting leadership schools at other times during the school year.

**\*2.3.5. Regular Summer School.** A detailed agenda and course outlines complying with the 60/40 AS/LE ratio are required for courses containing 120 or more contact hours that are operated under the traditional AFJROTC format used during the normal school year. These courses are treated and operated similar to other traditional courses (Math, Science, etc.) that students take during summer months.

**2.4. Extracurricular Activities.** Extracurricular activities are functions sponsored and approved by school authorities where enrollment in AFJROTC is not necessarily a requirement for participation. Participation in these activities is voluntary and at no expense to the Air Force. Although extracurricular activities are not sponsored by AFROTC, it does not preclude AFJROTC instructors from becoming associated with these activities as members of the school faculty. To avoid the implication that these activities are sponsored by the Air Force, AFJROTC instructors should use caution and restraint when considering uniform wear while participating in these activities.

**2.4.1. Rifle Teams.** Operable weapons of any type are not permitted in the AFJROTC program. Instruction in the use of firearms is not permitted in any phase of the AFJROTC curriculum. The possibility of accidents, theft, or seizure of firearms overrides any potential gain from their use by AFJROTC cadets. AFJROTC units may not sponsor/organize rifle teams or other organizations whose activities include the use of operable weapons (including air rifles and pistols). Storage of operable firearms by AFJROTC units is prohibited.



**2.4.2. Model Rocketry.** Model rocketry is the designing, building, and flying of small rockets that are made of paper, plastic, balsa wood, or any other lightweight material. Model rockets constructed in this manner are approved for use by AFJROTC cadets. Model rocket engines are solid propellant engines made by commercial manufacturers intended for use in model rockets of the construction indicated. The manufacturer furnishes these "safe" engines ready for use; there is no need for the user to mix potentially dangerous chemical ingredients. Commercially produced engines are the only type approved for use by AFJROTC cadets. Obtain approval of school authorities and local police/fire officials before establishing a program.

**2.4.2.1.** Units will develop a training plan for cadets desiring to qualify for the Model Rocketry badge. The plan will provide for the completion of the Operational Performance Requirements (OPR) and the Leadership Performance Requirements (LPR) which are posted on Cyber-Campus. Contact AFOATS/SDLJ for students who satisfactorily complete both sets of requirements for issue of the Model Rocketry badge.

**2.4.3. Static and Flying Model Programs.** Aerospace modeling is the term used to describe the development of vehicles used in the atmosphere, near space, and outer space. This may include, but is not limited to, sailplanes (gliders), helicopters, and fixed wing aircraft. This may include static models, u-controlled (U/C) flying models, free flight flying models, and radio controlled (R/C) flying models. Aerospace modeling consists of the following categories:

**2.4.3.1.** Static Models. Non-flying models which can be built from scratch or commercial kits. Static models are normally built to scale.

**\*2.4.3.2.** U/C Flying Models. Commonly called u-control, these models are controlled by one or more cables connecting the aircraft to the pilot's hand control. The aircraft's flight is limited to a hemisphere around the pilot.

**\*2.4.3.3.** Free Flight. Powered models which are not controlled externally by the pilot. They may use a dethermalizer or other onboard device to change the aircraft's configuration to a predetermined setting, or to allow an immediate return to the ground.

**\*2.4.3.4.** R/C. These models are a category of aircraft controlled externally via a transmitter held by the operator, a receiver mounted in the model, and servos mounted in the model to operate control surfaces. The model is limited in flight only by its fuel and effective radio range, normally the line of sight. The radio frequencies are assigned by the Federal Communications Commission (FCC), in the 72 MHz range, for unlicensed operation. Operation in the amateur frequencies requires a "ham" license. Refer to the Academy of Model Aeronautics (AMA) General Membership Handbook for current frequency allocations. It is illegal to use radio equipment designed for R/C surface vehicles (cars and boats) in model aircraft. Normally one channel is allocated to each function of the model aircraft (rudder, elevator, throttle, ailerons), allowing a four-channel radio to control the throttle, rudder and nose gear steering, elevator, and ailerons. R/C aircraft range in the following categories with additional subcategories referring to their scale and to an individual's specialization within each category:

**2.4.3.4.1.** Sailplanes (gliders). Normally unpowered and use a winch or a high-start (surgical rubber catapult) to obtain their initial altitude. They are then flown seeking thermals to extend their time aloft. Some sailplanes use electric power or a small glow engine to obtain their initial altitude. Slope gliders are aircraft normally flown in the steady wind generated along a cliff or large hill.

**\*2.4.3.4.2.** Electric. Model aircraft that are totally powered by an electric motor and one to 30+ cell battery packs, depending on the size of the motor and aircraft.

**\*2.4.3.4.3.** Gas Powered Model Aircraft. Models which use a glow plug, spark plug, diesel, or turbine engine. These models fall into four major categories within this grouping: propeller driven, ducted fan operation (to emulate a true jet engine), turbine (true jet engine), or rotary wing. The following subcategories apply (refer to the AMA Contest Handbook):

**\*2.4.3.4.3.1.** Scale. Judged by how closely the model resembles the full scale aircraft; level of detailing is usually extremely high.

**\*2.4.3.4.3.2.** Semi-scale or stand-off scale. Judged by how closely the model represents the full scale aircraft with variations allowed for performance purposes; level of detailing varies from minimal to very high.

**2.4.3.4.3.3.** Sport. Includes all other types of aircraft which may or may not resemble actual aircraft. In this category, specialized aircraft may be used for contests.

**2.4.3.5.** Units will develop a training plan for cadets desiring to be qualified to wear AMA wings on their uniform. The plan will provide for the completion of the Operational Performance Requirements (OPR) and the Leadership Performance Requirements (LPR) which are posted on Cyber-Campus. Cadets are authorized to wear AMA wings on their uniforms only after satisfactory completion of the requirements in the aerospace static and flying model programs. Contact the Academy of Model Aeronautics to order AMA insignia.

**2.4.4. AFJROTC Air Force Weather Agency (AFWA) Program.** Cadet activities in weather will supplement and enrich aerospace education now presented in Aerospace Science courses. The AFJROTC-AFWA Program provides a stimulating activity-based program which introduces weather terms, elements, and concepts to AFJROTC cadets. Program requirements are posted on Cyber-Campus.

**2.5. Visits to Air Force Installations.** Groups of AFJROTC cadets under the supervision and control of an SASI or ASI are authorized to take part in visits to Air Force installations to enhance the AFJROTC program. Visits serve as motivational activities for cadets and provide practical experiences complementing theoretical knowledge supplied in the AFJROTC curriculum. SASIs are authorized to coordinate visits directly with local installation commanders. Air Force support and services may include, but are not limited to:

**2.5.1.** Available housing, bedding, and messing facilities. Cadets are charged for rations consumed in dining facilities but will not pay the surcharge amount.

**\*2.5.2.** Hospitalization and medical care at Air Force medical facilities for emergencies occurring while cadets are taking part in AFJROTC/school-sponsored visits to Air Force installations is authorized, but not at Air Force expense.

**2.6. Advanced Enlistment.** In accordance with DODI 1205.13, a student presenting evidence of successful completion of at least 2 academic years of JROTC under any Military Department is entitled to advance promotion to the grade of no less than E-2 on initial enlistment in an Active or a Reserve component of a Military Service. At their discretion, the Military Departments may award the grade of E-3 for successful completion of 3 academic years of JROTC. A student presenting evidence of successful completion of 3 academic years of JROTC may be entitled to no less than 1 year of credit in the Senior ROTC Program. Further, AETCI 36-2002, *Recruiting Procedures For The Air Force*, Table 2.1, specifies the requirements for advanced enlistment into the Air Force. If cadets present a "high school JROTC completion certificate or statement on official letterhead from a JROTC unit commander stating satisfactory completion, and is a high school diploma graduate (must be at least a 3-year JROTC program), and present the certificate or statement prior to Enter Active Duty (EAD) date," enlistees are entitled to the grade of A1C. However instructors and cadets are responsible for ensuring recruiters understand the special status of the cadet before attending basic military training (BMT).

**\*2.7. Service Academy Nominations.** These are for AFJROTC units who have a cadet that has received notification from the United States Air Force Academy (USAFA) that they are a tentative candidate for admission.

**2.7.1.** Interested cadets will return a completed USAFA Precandidate Questionnaire to the USAFA. This application process is designed solely for cadets who are academically, physically, and psychologically competitive for the Academies. A USAFA selection board will determine which cadets will be competitive for positions at the Academies.

**\*2.7.2.** The USAFA will notify all qualifying cadets of their potential to compete for the AFJROTC application process. Units will forward all favorable responses from the USAFA to AFROTC/DOJO NLT 1 Nov each year. This serves to notify AFROTC/DOJO which units have cadets competitive for an Academy appointment. DOJO will send a list of those units to the Academies. The Academies will then forward nomination packages to these units. These AFJROTC units may make direct nominations for up to five cadets to the USAFA; three cadets to the United States Military Academy (West Point); and three cadets to the United States Naval Academy (Annapolis).

**\*2.7.3.** Only 20 USAFA appointments are reserved for ROTC. Cadets should also pursue other sources of nomination e.g., Presidential, Congressional, and Senatorial. Cadets have a better chance of selection if nominated from more than one source.

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### Chapter 3

#### Reports, Standards, and Administration

**3.1. Reports and Administration.** Whenever possible, units will organize, maintain, and dispose of files in accordance with the policies of the host school. Unit files normally consist of administrative records, supply and equipment records, and cadet academic or personnel records. However, the accountability of equipment, textbooks, uniforms, and supplies funded by the Air Force must satisfy current AFROTC guidance and be sufficiently documented. Units will maintain the materials listed in the Curriculum Material, Publications, and Forms (CMPF) guide published by AFROTC/DOJ. Exceptions must be approved by the area manager.

**3.1.2. Periodic Surveys and Other Reports.** AFROTC/DOJ will periodically survey units to better manage current programs, make changes in existing programs, or create new guidance.

**3.1.2.1.** The SASI will immediately notify AFROTC/DOJ after any incident or accident involving an AFJROTC cadet or instructor that may bring unfavorable publicity or discredit upon AFJROTC and/or the Air Force. In addition, immediately notify AFROTC/DOJ after any incident or accident involving an AFJROTC cadet or instructor that is fatal or seriously affects their ability to continue as an active member of the unit. AFROTC/DOJ will notify AFROTC/PA and other staff agencies as appropriate.

**3.1.2.2.** Units should immediately notify AFROTC/DOJO when a distinguished visitor schedules a visit. Distinguished visitors include, but are not limited to governors, senators/representatives, and active/retired general officers. Notification should include the visitor's name, position, and phone/fax numbers.

**\*3.1.3. Air Force Junior ROTC Program Status Report.** This report is required annually and must arrive at AFROTC/DOJO not later than 10 October. AFROTC/DOJO will provide guidance to complete the AFROTC Form 227 for this purpose. This report allows program updates on instructor, unit, and school information, as well as student demographics. AFROTC Form 227 is also used to determine unit funding, credit awarded, and instructor authorizations. Information used to complete AFROTC Form 227 will be based on the unit's status as of 1 October.

**\*3.1.4. Air Force Junior ROTC Accessions Report.** This report is required annually and must arrive at AFROTC/DOJO not later than 15 June. It allows AFROTC/DOJO to compile statistical analyses and determine the effectiveness of the AFJROTC program. AFROTC/DOJO will provide guidance to complete the survey.

**3.2. Application, Establishment, and Retention of AFJROTC Units.** Units are established only at locations approved by the Secretary of the Air Force. A school that desires an AFJROTC unit must be fully accredited by the appropriate state or regional accreditation agency and must complete an application to AFROTC. The school district must enter into a prescribed contractual agreement with the AFROTC Commander. This is a shared program with mutual and individual responsibilities agreed to by the Air Force and the host school. HQ AFOATS will publish official orders to establish and disestablish AFJROTC units. Units are voluntarily and involuntarily disestablished by direction of the AFROTC Commander unless appropriated funds are not sufficient to support the program. In this case, the Secretary of the Air Force (SECAF) directs unit closure. Probational status is directed by the AFROTC Commander.

**3.2.1. Establishment of Units.** Secondary school officials apply for an AFJROTC unit by requesting an application from AFROTC/DOJO, 551 East Maxwell Blvd, Maxwell AFB AL 36112-6106. A site-survey is a pre-requisite for unit establishment and is conducted by AFROTC personnel. Applicant schools must have an enrollment of at least 800 students. Those with less must be willing and capable of maintaining a corps of at least 80 cadets as a condition for unit activation and retention. Applicant schools are placed on a rank-ordered waiting list for future unit openings. AFROTC/DOJ forwards lists of applicant schools to USAF/DPX coordinated through Air University for the required site approval for unit activation. AFJROTC units are activated from this approved list as funds and/or authorizations are available.

**\*3.2.2. Retention of Units.** Each school must constantly meet the requirements of the contractual agreement between the AFROTC Commander and the school district. Compliance is checked at least annually by a contract compliance review conducted by AFROTC. School officials are notified in writing by AFROTC of the specific nature of deficiencies when a visit or review indicates the school is not meeting required standards. As a minimum, schools must maintain a cadet population of 100 students or 10% of the school population, whichever is less. Schools with less than 800 total students must maintain a cadet population of 80 (this stipulation only applies to units activated during and after the 1999-2000 academic year).

**3.2.2.1.** Duplicated headcount is used to determine if the cadet corps meets minimum enrollment criteria (viability) as outlined in para 3.2.2. Under duplicated headcount, cadets are counted once for each credit earned towards graduation in the AFJROTC program.

**3.3. Probation.** Probationary status is used for schools not meeting standards as outlined in the Air Force/School Agreement, Public Law, or Air Force and DOD instructions. A school is normally placed in probationary status for a period of 1 year. Probation periods may be extended or shortened by the AFROTC Commander when there are sufficient mitigating circumstances and strong evidence to support such action. Extension of probationary periods must be requested by the school and accompanied by a rationale for the requested extension. However, if the deficiency is corrected prior to that time, the probation may be rescinded. In all cases, schools will forward plans to correct the deficiency to the AFROTC Commander no more than 45 days after being placed on probation.

**3.3.1.** An AFROTC representative will visit each unit on probation at least 1 time during the period of probation to evaluate progress toward correction of the deficiency.

**3.3.2.** Any unit in the third or subsequent year of existence that does not meet enrollment standards is placed in a 1-year probationary status. The unit is evaluated by AFROTC during the academic year it is placed on probation.

**3.3.3.** If the evaluation indicates the unit is likely to meet enrollment standards by the following 1 October, probation should be continued for the full year. Units that do not correct deficiencies by the end of the probation period will be identified for disestablishment by the AFROTC Commander.

**3.3.4. Closure of Units.** School district authorities (superintendents or designated officials) may request closure of an AFJROTC unit. Make the request in the school year prior to the close of the unit (a minimum of 1 year advance notice). AFROTC will notify school districts of unit closure when the school fails to correct a deficiency or successful fulfillment of a probationary period. Immediate unit closure may occur with less than a 1-year notice only when directed and approved by the Air Force ROTC Commander. Upon notification of disestablishment, the unit will be phased out in an orderly manner in accordance with current Air Force OPLANs. New enrollments are not accepted and uniforms, equipment, and supplies are returned to the Air Force.

**3.4. Instructor Certification.** AFROTC certifies all instructors to teach in the program. Certification is a prerequisite for employment as an AFJROTC instructor. Initial training is provided by attending the Aerospace Science Instructor Course (ASIC) at Maxwell AFB. ASIC is presented by AFROTC/DOJO and experienced AFJROTC instructors to provide newly hired personnel with the basic information required for program operation. Initial training is normally held during the month of July to allow instructors to report to their schools for the beginning of the academic year. Waivers must be requested and approved by AFROTC/DOJI. This initial training is funded by AFROTC.

**3.4.1. Instructor Recertification.** Instructors are required to be recertified every three years after their initial training or since the last recertification as a condition of continued employment as AFJROTC instructors. Instructors are authorized to organize regional workshops to ensure suspenses are satisfied. Satisfying recertification requirements is the responsibility of the instructor and will be at no expense to the Air Force.

**3.4.2.** Instructors wishing to organize/sponsor a recertification workshop must submit a request to AFROTC/DOJO at least 60 days prior to the proposed date. AFROTC/DOJO is the approval authority for recertification workshops and establishes minimum criteria for content and number of attendees.

**3.4.3.** Requests for recertification workshops must include an agenda for the workshop that must include, but is not limited to, the following topics:

- AFROTC/DOJO Update Briefing
- Curriculum/Teaching Crosstell
- Unit Management Crosstell (supply, finance, etc.)
- Drug, Gang, and Alcohol Briefing (presented by a local law enforcement representative)
- Recruiting/Retention Program Crosstell

**3.4.4.** A minimum of 8 contact hours is required. Contact hours may be fulfilled with any approved combination of the items listed in para 3.4.3., seminars, presentations, question and answer periods, or films.

**3.4.5.** A representative from AFROTC/DOJO is mandatory at all recertification workshops. The representative will make a presentation during the recertification including a program review and a discussion of current issues. This representative will also facilitate a question and answer period based on instructor interests.

**\*3.4.6.** Attendance of 15 instructors is required for a recertification workshop. Attendees must wear the uniform specified by the host for the duration of the workshop.

**3.4.7.** If an instructor is not recommended for recertification after completing an approved workshop, the AFROTC/DOJO representative will immediately notify the instructor and AFROTC/DOJI of the non-recommendation. The instructor will be placed on probation, decertified, or informed of the actions required to become eligible for recertification.

### **3.5. Cadet Classifications and Actions.**

**3.5.1. Admission of Students.** To be eligible for membership and continue in the AFJROTC program, each student must be:

**3.5.1.1.** Physically fit. Students must be qualified, approved, or capable to participate in the school's standard physical education program. NOTE: Handicapped students, with the concurrence of the principal, may participate.

**3.5.1.2.** In a grade above the 8th grade.

**3.5.1.3.** A citizen or national of the United States or an alien admitted for permanent residence.

**3.5.1.4.** Enrolled in and attending a regular course of instruction in the school. Students from other schools may participate if both school principals agree to the participation and the course (transcribed) counts for the student's credit toward graduation.

**3.5.1.5.** Selected by the SASI in coordination with the Principal or a designated representative to ensure enrolled students meet acceptable standards.

**3.5.2. Special Students.** Special students are those who do not meet the citizenship requirements of para 3.5.1.3. These students may participate with a letter from a representative of their government and with the approval of the SASI and the principal. This letter is kept on file at the unit. Special students are not recorded as AFJROTC members and the school must pay the entire salary of any additional instructors needed to teach special students. However, special students will fully participate in the program and are required to meet all standards.

**3.5.3. Disenrollment.** As a rule, disenrollment from AFJROTC is determined by the principal in coordination with the SASI. Disenrollment should be a last resort preceded by substantiated documentation and corrective counseling. A cadet may be disenrolled for:

- Failure to maintain acceptable standards
- Inaptitude or indifference to training

- Discipline reasons
- Undesirable character traits
- Failure to remain enrolled in school
- Individual request
- Any other reason deemed appropriate by the principal and the SASI

**3.5.4. Transfers.** Students transferring from Army, Navy, Marine Corps, Coast Guard, or other AFJROTC units are authorized full credit for training received. Transfer of rank held in another service program is determined by the SASI and the Principal.

**3.5.5. Completion.** Passing grades in each credit granting period of AFJROTC constitutes successful completion. Cadets may be awarded certificates even if they do not graduate from high school since the certificate is based only on AFJROTC performance.

**3.5.5.1.** Cadets will be awarded AF Form 1256, **Certificate of Training**, for successful completion of 2 years of AFJROTC. AFROTC Form 310, **Certificate of Completion**, will be awarded for successful completion of 3 years of AFJROTC. SASIs administering a 4-year program have the option of issuing AFROTC Form 310 after 3 or 4 years. However, students leaving a 4-year program after the 3<sup>rd</sup> year will be issued AFROTC Form 310.

**3.5.5.2.** Cadets who have completed 2 or 3 years of AFJROTC, are high school graduates, and have no prior service are entitled to advanced enlistment in accordance with current Air Force instructions (see para 2.6). Advanced enlistment is granted for successful completion of the appropriate level of AFJROTC as documented by AF Form 1256 or AFROTC Form 310, which must be presented to the appropriate accessions authorities prior to enlistment. AF Form 1256 and AFROTC Form 310 document successful completion of course material and should in no way be withheld as a punitive measure to prevent advanced enlistment opportunities. Successful completion of AFJROTC is accomplished by passing grades in the AFJROTC program. AFJROTC graduates may also be eligible for advanced enlistment in the other military services.

**3.6. Forms, Certificates, and Publications.** Forms and publications are listed in the CMPF. The CMPF lists which OPR furnishes the required and optional unit products.

### **3.7. Instructor and Cadet Conduct.**

**\*3.7.1. Supervision of Activities.** Every AFJROTC activity is a school-sponsored event. The Air Force provides no medical or liability coverage for instructors or students during AFJROTC activities. AFJROTC instructors must be completely familiar with school rules concerning trips and activities. School rules must be followed to protect cadet and instructor safety. Cadets must have all parental consent/approval forms designated by the school. If an event is not school-sponsored, cadets will not participate as part of the AFJROTC program.

**3.7.1.1.** Instructors are responsible for the supervision and control of all AFJROTC activities and will ensure cadet behavior is beyond reproach. Continual supervision of cadets is mandatory. Cadets, instructors, and school authorities must develop guidelines and contingency plans for all cocurricular and extracurricular activities. If any doubts exist regarding the level of supervision at a multi-unit activity, an instructor will attend the activity with the cadet(s) or not allow them to participate.

**3.7.1.2.** During inter-unit/multi-unit cocurricular or extracurricular activities, continual supervision by the host-unit SASI or ASI is authorized in lieu of personal supervision by the instructors from each participating unit. Two or more units may act as co-hosts, depending on the nature and duration of the activity.

**3.7.1.3.** An instructor from each participating non-host unit will communicate directly with a host unit instructor to ensure continual cadet supervision. The host unit instructors must agree to accept supervisory responsibility for the non-host unit cadets during the inter-unit activity.

**3.7.1.4.** The principals of each participating school must agree to allow their students to be supervised by another school's instructors/chaperones.

**3.7.1.5.** Active duty military personnel, chaperoning adults, and JROTC instructors from other services may assist the host unit instructors in supervising AFJROTC cadets but will not assume overall supervisory responsibility.

**3.7.1.6.** Continual supervision does not imply an instructor must be physically present at all times during unit activities. AFROTC does not impose a specific limitation on SASI or ASI span of control during activities. This is a function of prudent judgment and school policies. Obtain school approval of itineraries and scenarios before the activity.

**3.7.1.7.** Instructors will have a chaperone plan and/or contingency plan identified during activities that allow for unforeseen events.

**3.7.2. Hazing.** Hazing of cadets is strictly prohibited. Any type of physical or mental abuse and punishment is prohibited. Instructors will review their cadet corps and school policies annually and brief all cadets at the beginning of each grading period and new cadets upon arrival within a grading period. Maintain a record of these briefings in unit files.

**3.7.3. Merit and Demerit System.** Merit and demerit systems are not required, but may be used at the discretion of the SASI and school officials, and will be written and available for review. Care should be taken to ensure a punitive system does not degrade or embarrass cadets. The system must provide an opportunity for cadets to appeal demerits through the cadet chain of command.

**3.7.4. Cadet Evaluation Boards.** The use of cadet boards is not required but can serve as a vehicle for cadet involvement and leadership training. The SASI or ASI will be present during cadet boards to offer advice and ensure proper procedures are followed. Typical duties of cadet boards may include, but are not limited to:

- Determine failure to meet standards of good conduct and behavior
- Select and screen cadets for recommended promotion to permanent rank with the concurrence of the SASI
- Recognize cadets for outstanding accomplishments and achievements (awards and decorations program)

**3.7.4.1.** The SASI is the approval/review authority for all findings and recommendations of cadet boards. Cadet boards will follow written operating procedures as approved by the SASI. Evaluation boards will provide cadets an opportunity to appeal decisions of the board.

**3.8. Unit Inspection Program.** AFJROTC schools and units are visited periodically to ensure both are operating in compliance with applicable Air Force instructions and upholding the provisions of the Air Force/School Agreement. The unit inspection program, as outlined in the Unit Assessment Guide, assists the school in meeting requirements; aids the area manager in checking for compliance; and provides the principal and AFROTC personnel with an accurate picture of the conduct and efficiency of the program at each host school.

**3.8.1.** The Unit Assessment Guide is published by AFROTC/DOJO and provides guidance and procedures for a comprehensive review of a unit's operation. Problems identified during the review which cannot be resolved locally should be forwarded through the appropriate channels (school, region commander, or AFROTC/DOJ) for assistance.

**3.8.2.** Area managers will conduct official unit inspections between 1 October and 1 March. Inspections are comprised of a contract compliance review and a quality assessment or a contract compliance review only. Specific guidance is found in the Unit Assessment Guide.

**3.8.3.** Special visits may be conducted by the area manager, region commander, or any designated representative of AFROTC as required. Visits may be no-notice or prior-notice.

**3.8.4.** Units will provide their area manager with a schedule or school calendar of holidays, test dates, and other activities which impact on visits not later than 1 October.

**3.8.5.** The SASI will coordinate the schedule of AFJROTC classes to ensure each instructor is available and scheduled for classroom instruction on the day of the visit.

**3.8.6.** Units will provide the area manager with a visit itinerary. Agenda items must include, but are not limited to, areas outlined in the current Unit Assessment Guide.

**\*3.8.7.** Units will ensure AFJROTC cadets and instructors are scheduled to wear the service dress uniform combination on the day of the visit. The only exception is for first year cadets per a permanent waiver by the AFROTC Commander. Additional exceptions must be cleared in advance with the area manager.

**3.8.8.** All unit inspections as part of the normal Unit Assessment Guide are documented on AFROTC Form 37 and must be coordinated through the region commander to arrive at AFROTC/DOJO not later than 31 March. Out-of-cycle unit visits (SAVs, no-notice, or probationary visits) will be completed using AFROTC Form 37 and/or narrative letter format (as appropriate) and coordinated through the region commander to arrive at AFROTC/DOJO not later than 21 days after the visit. AFROTC Form 37s or narrative letters documenting significant findings or action items of an urgent nature should be completed and coordinated as soon as possible.

**3.8.9. Cadet Outstanding Performer Program.** The area manager, in coordination with the SASI, may recognize a maximum of two cadets per unit who have contributed the most to making the unit inspection a success. Cadets considered for this recognition should have played a significant part in preparing the unit for the visit, assisting in the activities and exchange of information during the visit, and displayed exceptional military bearing and appearance. Area managers will normally present these cadets with an award certificate (AFROTC Form 308, **Outstanding Cadet Award During an Inspection**), provided by request to area managers from AFROTC/DOJO.

**\*3.8.10. Unit Inspection Awards.** Units obtaining an “outstanding” rating will be awarded a streamer for their unit guidon and a certificate designating their “outstanding” rating. These units will be allowed to issue their cadets the Commander’s Unit Award ribbon. Units rated “excellent” will be awarded a certificate and will be authorized to issue the Vice Commander’s ribbon to the cadet corps.

**3.9. Organization of the Cadet Corps.** A unit’s organizational structure should be appropriate to the number of cadets enrolled. Units are authorized to deviate from the recommended criteria for organizational structure. Units with 250 or less cadets should be organized as a group. Units with 251 cadets and above should be organized as a wing.

**3.9.1.** Elements will consist of three or more cadets (including element leader). A flight is comprised of two or more elements. A squadron is comprised of two or more flights. A group is comprised of two or more squadrons. A wing is comprised of two or more groups.

**3.9.2.** The organizational structure must reflect the actual functions of the corps with command, staff, and rank identified. The functional organization can be any logical form consistent with military organizational principles. SASIs may add appropriate positions within the cadet corps organization as required.

**3.9.2.1.** Job descriptions are required for each cadet corps position. Titles and office symbols will conform to standard Air Force policies. The SASI will develop a Unit Manning Document (UMD) that clearly indicates unit structure and chains of command.

**3.9.3.** Regardless of size or structure of the cadet corps, efficient organization is necessary to facilitate an effective program. Maintain an organizational chart showing all designated cadet corps positions and job descriptions in a location accessible to the entire cadet corps.

**3.9.4. Cadet Rank and Rotation.** The SASI selects the cadet corps commander, subordinate commanders, and the staff members required by the organizational structure of the unit. The SASI is responsible for maintaining a written policy on an equitable appointment, promotion, demotion, and rotation system. Consider the strengths and shortcomings of the individual cadets in assigning them to positions where they can gain the greatest leadership benefits.

**3.9.4.1.** Limit cadet rank during the first years of a unit's operation to allow for unit growth. Ensure ranks are consistent with usual promotion systems. Avoid promoting cadets to maximum authorized rank too quickly to ensure proper



progression and promotion opportunities. Rank structure should be kept low enough for later promotions. Promotions are a motivational tool that are unavailable if rank structure is not managed properly.

**3.9.4.2. Maximum grade authorizations for a cadet corps organized as a wing are:**

Wing Commander	Cadet Col
Vice Commander	Cadet Lt Col
Operations Group Commander	Cadet Lt Col
Drill Team Commander	Cadet Capt
NCOIC	Cadet SMSgt
Support Group Commander	Cadet Lt Col
NCOIC	Cadet SMSgt
Logistics Group Commander	Cadet Lt Col
NCOIC	Cadet SMSgt
Squadron Commander	Cadet Maj
Superintendent	Cadet SMSgt
First Sergeant	Cadet MSgt
Guidon Bearer	Cadet TSgt
Flight Commander	Cadet Capt
Flight Sergeant	Cadet MSgt
Guide	Cadet SSgt
Element Leader	Cadet SSgt
Assistant Element Leader	Cadet SrA

**3.9.4.3. Maximum grade authorizations for a cadet corps organized as a group are:**

Operations Group Commander	Cadet Col
Deputy Commander	Cadet Lt Col
Senior Enlisted Advisor	Cadet CMSgt
First Sergeant	Cadet MSgt
Squadron Commander	Cadet Lt Col
Superintendent	Cadet SMSgt
First Sergeant	Cadet MSgt
Guidon Bearer	Cadet TSgt
Flight Commander	Cadet Maj
Flight Sergeant	Cadet MSgt
Flight Guide	Cadet SSgt
Element Leader	Cadet SSgt
Assistant Element Leader	Cadet SrA

**3.9.4.4.** Do not confuse AFJROTC cadet ranks with USAF active duty designations. The word cadet or an abbreviation thereof must be a part of any written reference to a cadet rank.

**3.9.4.5.** All cadets are assigned a permanent grade commensurate with the number of AFJROTC years satisfactorily completed. Permanent grades are awarded during the second semester of each year. Retention of permanent grades is contingent upon satisfactory performance and behavior as determined by the SASI. Permanent officer status will be awarded to cadets holding officer positions for two or more grading periods. Exceptions are authorized at the discretion of the SASI and in accordance with published unit guidance.

**3.9.4.6.** Cadets may be assigned a temporary grade based on a specific position. Use of a temporary-permanent grade pattern is optional and intended to serve as an administrative vehicle for rotation of responsibility and to avoid imbalances in grade structure.

**3.9.4.7.** The permanent grade for first year cadets is Airman. Second year cadets are Airman First Class. Third year cadets are Senior Airman. Fourth year (if offered), cadets are Staff Sergeant. Cadets serving in a temporary grade may revert to their permanent grade upon completion of these duties. At the discretion of the SASI, cadets in their final term of AFJROTC may retain the highest rank to which they have been promoted, regardless of course level.

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## **Chapter 4**

### **Scholarships**

**4.1. Objective and Allotment.** The objective of the AFJROTC Scholarship Program is to provide an incentive for Air Force Junior ROTC units to attract and retain students whose academic specialties and demonstrated potential will assist in meeting critical Air Force needs.

**4.1.1.** AFJROTC is limited to 10 percent of the 3- and 4-year scholarships offered as part of the total AFROTC College Scholarship Program (CSP). Four-year scholarships may be Type I, Type II, or Type VII. Three-year scholarships are Type II. Statutory limitations on scholarship authorizations are prescribed in AFROTCI 36-2019.

**4.1.2.** Although AFROTC/DOJO determines selectees for scholarship positions, AFROTC/RRUC determines types, majors, and schools based on the needs of the Air Force and budget constraints.

**4.2. Application.** SASI recommendation is required to compete/qualify for AFJROTC scholarships. Cadets will not be nominated for AFJROTC scholarships merely because they meet minimum academic standards. By nominating a cadet, the SASI is affirming the cadet has the potential to succeed in college, to successfully complete the college AFROTC program, and to become an Air Force officer.

**4.2.1.** Scholarship candidates must be scheduled to complete at least 2 years of AFJROTC by graduation. (Cadets transferring with Army, Navy, or Marine Corps JROTC experience may be granted credit toward this 2-year requirement.)

**4.2.2.** Scholarship candidates must be a current high school student (not a graduate) and currently enrolled or an active member of the unit during the entire senior year.

**4.2.3.** To activate a scholarship, students must meet all eligibility requirements (including physical requirements) necessary to complete final scholarship processing as listed in the current AFROTC College Scholarship Information Booklet.

**4.2.4.** AFJROTC scholarship candidates cannot concurrently submit an application through the regular CSP. Packages not selected by the AFJROTC scholarship program are forwarded to the CSP for additional review. Former AFJROTC scholarship applicants transferred to the CSP board must fulfill CSP requirements, to include interviews. Candidates cannot compete for an AFJROTC scholarship after being boarded by the CSP. AFJROTC cadets must determine the scholarship program under which they wish to compete.

**4.2.5.** Minimum standards for scholarship competition are published each year by AFROTC/DOJO. There will be no waivers of published criteria for scholarship competition.

**4.2.5.1.** Combining test scores from different test dates (ACT/SAT) is not allowed. All test scores submitted must be attained from one testing session.

**\*4.2.5.2.** No one is guaranteed an AFJROTC scholarship. Satisfying minimum criteria does not signify a scholarship offer. The AFJROTC scholarship process is highly competitive and selective.

**\*4.2.6.** DOJO will designate the number of nominees SASIs may submit each year.

**4.2.7.** Submit the entire multi-page scholarship application for each nominee and all additional items required on the AFROTC/DOJO scholarship worksheet. Include the scholarship worksheet in the application package. Application packages and additional AFJROTC materials are automatically forwarded to units each year.

**\*4.2.8.** All scholarship application packages must be postmarked no later than 1 November.

**\*4.2.8.1.** Application packages must be complete with the exception of SAT/ACT scores which have not yet been received. If SAT/ACT scores (either initial qualifying or subsequent retakes) are received after submission of the scholarship application, forward a copy of the test results to AFROTC/DOJO. SAT/ACT scores coded for AFROTC are not received by the AFJROTC scholarship board. Test results must be sent separately to the AFJROTC scholarship board.

**4.2.9.** Mail AFJROTC Scholarship packages to AFROTC/DOJO. Do not use the prepaid envelope contained in the application package. The CSP and the AFJROTC scholarship boards operate during the same time frame. Use a different envelope to ensure a AFJROTC scholarship applicant is not misdirected to the CSP board.

**4.2.9.1.** AFJROTC scholarship applications are not processed through the local recruiter. Send applications directly to AFROTC/DOJO.

**4.2.10.** Correspondence will be sent to the SASI from AFROTC/DOJO to acknowledge receipt of an application package.

**\*4.3. Selection Board.** All AFJROTC scholarship applications meet a selection board administered by AFROTC/DOJO. The AFJROTC Scholarship board normally meets in December. Results of the selection board will be released as soon as possible.

**\*4.3.1.** Due to the limited number of AFJROTC scholarships, all applications are rank-ordered by the AFJROTC Scholarship Board. Satisfying minimum scores does not guarantee a scholarship offer. No one is guaranteed a scholarship.

**4.3.2.** SASIs must contact AFROTC/DOJO to determine the disposition of applications not satisfying minimum criteria or candidates wishing to have their packages removed from consideration.

**4.3.3.** Cadets selected as recipients of AFJROTC scholarships are classified as tentative designees pending final processing. Selectees must complete all requirements listed in their official notification letter from the AFROTC College Scholarship Section.

**4.3.4.** Instructors should monitor a cadet's performance from application to graduation. Immediately notify AFROTC/DOJO if a cadet fails to maintain eligibility.

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## Chapter 5

### Uniforms and Awards

**5.1. Uniform Wear.** The AFROTC Commander prescribes the uniform, uniform devices and the manner of wear for AFJROTC cadets. Cadets are furnished the proper number and type of issue-in-kind uniforms. A commutation in place of issue-in-kind is not authorized. Uniform items and insignia for AFJROTC cadets are prescribed in *Allowance Standard 016*.

**5.1.1.** Uniform items, accouterments, devices, or awards not specifically mentioned in AFROTC guidance are not authorized on the AFJROTC uniform.

**5.1.2.** Except as authorized in this instruction, AFJROTC cadets will wear the standard service uniform prescribed for active duty personnel in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. The fitting standards, wearing instructions, and personal grooming standards also prescribed in AFI 36-2903 are applicable. It is the cadet's responsibility to maintain all uniform items in a clean and orderly condition during the school year and prior to turn-in.

**5.1.3.** Cadets will wear the prescribed AFJROTC uniform at least 1 day per week. The SASI will specify the uniform day.

**5.1.3.1.** Female cadets are exempt from the uniform wear requirement when a pregnancy progresses to a point where it is not possible to wear the standard blouse or skirt. Air Force maternity clothing is authorized and encouraged although it is not a Table of Allowance (TA) item and purchase must be made from school or private funds.

**5.1.3.2.** Uniform items designated for a particular sex will not be worn by members of the opposite sex, except as authorized within this instruction.

**5.1.4.** Optional items such as service caps and battle dress uniforms (BDU) are not Air Force-issue items. The SASI will establish policy on the use of optional items and when they may be worn.

**5.1.5.** Service caps with plain visors may be worn by cadet officers and others designated by the SASI.

**5.1.6.** BDU wear must be approved by the school superintendent and principal. BDUs will be obtained and maintained at no expense to the Air Force. BDUs may be worn as frequently as desired when approved by school officials, but can only count as one uniform day each month.

**5.1.6.1.** Safety is the major consideration for BDU footwear. For example, athletic shoes should be worn if the activity is primarily a physical event; boots should be worn if walking through heavy foliage.

**5.1.6.2.** Miniature metal rank insignia may be worn on the collar and on a plain BDU cap or baseball cap without emblems or writing.

**5.1.7.** Cadets may not wear United States Air Force commissioned officer sleeve braid, nor officer silver thread on flight caps.

**5.1.8.** With the approval of AFROTC/DOJO, special teams (color/honor guards, sabre/drill teams, etc.) may wear additional uniform items or wear a distinctive yet conservative military uniform. Units frequently use altered/distinctive uniforms for the inspection and regulation drill competitions conducted at many drill meets. Specialized items or uniforms are worn only when performing duty as a member of the specialized group. Only items listed in *Allowance Standard 016* are provided by AFROTC.

**5.1.9.** AFJROTC cadets at military institutions will wear the distinctive uniform required by the institution for special occasions or ceremonies.

**5.1.10.** Female cadets are authorized to wear the male lightweight jacket.

**5.1.11.** No item of the US Air Force uniform is authorized for wear by members of organized sponsor groups of AFJROTC. Cadet auxiliary societies may not create a special uniform which includes any item of the US Air Force uniform. This includes school faculty and sponsors other than the SASI and ASI.

**5.1.12.** The uniform will only be worn while traveling to or from, or while participating in, official AFJROTC activities. Cadets will not wear the uniform while participating in student demonstrations, at partisan political activities, for crowd control, while hitchhiking, or any other inappropriate activity. Cadets may wear the uniform while acting as ushers, parking lot attendants, etc., at the discretion of the SASI. Under no circumstances will any instructor or member of a unit forcibly remove a uniformed cadet under these circumstances.

## **5.2. Insignia, Badges, and Patches.**

**\*5.2.1. Ground School Badge.** Awarded for completion of the honors ground school curriculum option or completion of an aviation ground school program prescribed by the FAA. Seniors may wear the badge after the first grading period if they are receiving a passing grade. OPR: HQ AFOATS/SDLJ.

**5.2.2. Flight Solo Badge.** Awarded to any cadet possessing a solo flight certificate signed by a FAA certified flight instructor for either powered or unpowered aircraft. OPR: HQ AFOATS/SDLJ.

**5.2.3. Flight Certificate Badge.** Awarded to any cadet who possesses a FAA flight examiner pilot's certificate for either powered or unpowered aircraft. OPR: HQ AFOATS/SDLJ.

**5.2.4. Awareness Presentation Team Badge.** Awarded for participation in an Awareness Presentation Team. OPR: AFROTC/DOJO

**5.2.5. Kitty Hawk Air Society Badge.** Awarded to cadets who are members of the Kitty Hawk Air Society. OPR: AFROTC/DOJO

**\*5.2.6. American Modeling Association (AMA) Wings.** Awarded to cadets who are members of a local AMA chartered model airplane club. Contact the AMA to obtain badge for qualifying cadets. OPR: AFROTC/DOJO.

**5.2.7. Distinguished AFJROTC Cadet Award.** This annual award consists of a certificate and a Distinguished AFJROTC Cadet badge. The award recognizes one outstanding second-year cadet (third-year cadet in a 4-year program). Selection is made at the end of each school year. This allows the recipient to wear the award throughout their final year in the AFJROTC program. The recipient must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and maintain consistent academic and military excellence. The recipient must also hold the following awards prior to selection:

- Leadership ribbon
- Achievement ribbon
- Superior performance ribbon
- Academic ribbon
- Cocurricular activities leadership ribbon
- Service ribbon

**5.2.7.1.** The SASI, with the concurrence of the principal, selects the recipient. Certificates and badges are distributed each March by AFROTC/DOJO.

**5.2.8. Aerospace Education Foundation (AEF) Academic Cadet Award.** Awarded to rising Junior and Senior cadets for academic excellence as signified by attaining an overall 3.3 grade point average with no grade below "C" on their transcript. The individuals must be recommended by the SASI. OPR: AFROTC/DOJO

**5.2.9. Model Rocketry Badge.** Awarded to cadets who have fulfilled model rocketry program requirements. OPR: HQ AFOATS/SDLJ.

**5.2.10. First Sergeant Insignia.** Cadet MSGts or above assigned to first sergeant duties are authorized to wear the miniature diamond. The first sergeant diamond is centered directly above the metal chevron rank.

**5.2.11. Name Tags.** Name tags are authorized for wear with all uniforms except the 1620 service dress coat. Use the standard Air Force blue name tag. If name tags are used, they must be worn by all cadets. Two-line name tags are authorized for cadets that hold specific corps positions. The cadet's last name will appear on the first line and corps position, such as commander, deputy commander, color guard, drill team, etc., will appear on the second line. The wear of multiple name tags is prohibited.

**5.2.12. AFJROTC Shoulder Patch.** Wear of the AFJROTC official shoulder patch is mandatory on all outer garments except the raincoat, overcoat, and all weather coat. Cadets enrolled in Civil Air Patrol (CAP) and AFJROTC who use the same uniform for both activities may wear the CAP wing patch on the right shoulder and the AFJROTC patch on the left shoulder with the AFJROTC shoulder patch taking precedence.

**\*5.2.13. Unit Shoulder Patch.** AFROTC/DOJO is the approval authority for all school shoulder patches. If a school/unit patch is used, it will be worn by all cadets. The overall dimensions of the school patch will not exceed 3-inches by 3 ¼-inches for rectangle and 3-inches in diameter for round patches to include any boarder material. The AFJROTC emblem is

for the exclusive use of AFJROTC and should not be altered or included in the design of school shoulder patches. Wear the AFJROTC patch on the left and the school patch on the right sleeve ½ to 1 inch below the outer shoulder seam.

**5.2.14. Shoulder Cords.** Cadets are authorized to wear one shoulder cord on the left shoulder. Wear the shoulder cord only on the short or long sleeve light blue shirt and the service dress coat. The SASI will designate criteria. Colors to denote different honors may be used.

**\*5.2.15. Shoulder Tabs.** Shoulder tabs are cloth arches denoting participation in a JROTC activity. Cadets are authorized to wear one shoulder tab on the right shoulder of the service dress coat, lightweight blue jacket and the light blue shirt, centered between the unit patch and the shoulder seam. Tabs will have the name of the activity on them (e.g., drill team, saber team, honor guard, etc.). If no unit patch is worn, tab should be worn 1 inch below the shoulder seam. If a unit patch is worn, shoulder tab should be centered between the unit patch and the shoulder seam. Only cloth shoulder tabs are authorized. Shoulder tabs are optional. The SASI will designate which activities will be denoted by shoulder tabs and set the criteria for each.

**5.3. Awards and Decorations.** The Cadet Awards and Decorations Program fosters morale, *esprit de corps*, and recognizes achievements of AFJROTC cadets. Awards sponsored by national organizations are donated through local chapters where available. If local chapters are unable to furnish award elements, units may purchase them commercially at no expense to the Air Force with the permission of the sponsoring organization.

**5.3.1.** All devices will be worn in accordance with the attachments of this instruction.

**5.3.2.** Minimum criteria are prescribed to preserve the integrity of decorations. Units are authorized to impose additional criteria to meet local standards and needs without diminishing minimum standards.

**5.3.3. Presentation and Publicity.** Present awards at appropriate ceremonies. Invite school officials and local civil authorities when practical. Representatives from organizations sponsoring awards should be offered the opportunity to make the award presentation. Display awards when possible for the benefit of the cadet corps. The SASI will ensure that Air Force endorsement of any agency's product or service is neither stated nor implied.

**\*5.3.3.1.** An award's sponsoring organization may require a written report before final cadet selection or after presentation is made. Reports may include information such as: name of the award; name(s) of recipient; place and date of presentation; occasion (graduation, award banquet, etc.); and name, title, and organization of award presenter.

**\*5.3.4. Order of Precedence.**

- Valor Award (Gold)
- Valor Award (Silver)
- Cadet Humanitarian Award
- Air Force Association Award
- Daedalian Award
- American Legion Scholastic Award
- American Legion General Military Excellence Award
- Daughters of the American Revolution Award
- American Veterans Award
- Reserve Officers Association Award
- The Military Order of World Wars Award
- The Retired Officers Association Award
- Veterans of Foreign Wars Award
- National Sojourners Award
- Sons of the American Revolution Award
- Scottish Rite, Southern Jurisdiction Award
- Military Order of the Purple Heart Award
- Air Force Sergeants Association Award

Non Commissioned Officers Association Award  
Tuskegee Airmen Incorporated Air Force Junior ROTC Cadet Award  
Outstanding Cadet Ribbon  
Leadership Ribbon  
Achievement Ribbon  
Superior Performance Ribbon  
Outstanding Unit Award  
Excellent Unit Award  
Academic Ribbon  
Outstanding Flight Ribbon  
Leadership School Ribbon  
Drill Competition Ribbon  
Orienteering Competition Ribbon  
Cocurricular Activities Leadership Ribbon  
Service Ribbon with Drill Team Bar  
Service Ribbon with Color Guard Bar  
Service Ribbon with Sabre Team Bar  
Service Ribbon  
Longevity Ribbon  
Physical Fitness Ribbon  
Recruiting Ribbon  
Activities Ribbon  
Attendance Ribbon  
Good Conduct Ribbon  
Dress and Appearance Ribbon  
General Carl Spaatz Award (CAP)  
Amelia Earhart Award (CAP)  
General Billy Mitchell Award (CAP)  
General J.F. Curry Achievement Award (CAP)

**5.3.4.1. Devices.** If a ribbon is initially awarded with a star, an additional award will be indicated by adding a star. Additional awards of ribbons initially awarded without devices will be indicated by the addition of clusters. Wear a maximum of four devices on each ribbon. Place silver devices to the wearer's right of bronze devices. Replace the bronze device with a silver device after receipt of the fifth bronze device. Place clusters horizontally and tilt slightly downward to the wearer's right to allow maximum number of clusters and other devices on the ribbon. Tilt all or none. If all devices do not fit on a single ribbon, wear a second ribbon. When future awards reduce devices to a single ribbon, remove the second ribbon.

**5.3.4.2. Ribbons of Other Services.** AFJROTC cadets are authorized to wear ribbons earned while enrolled in United States Army, United States Navy, United States Marine Corps, or United States Coast Guard JROTC. Group ribbons according to service with the order of precedence determined by the regulations of each service. AFJROTC cadets will wear AFJROTC ribbons ahead of other service JROTC ribbons or awards. Other services' ribbons are grouped by service in the following order: Army, Navy, Marine Corps, and Coast Guard. Only four CAP ribbons (General Carl Spaatz Award, Amelia Earhart Award, General Billy Mitchell Award, and General J. F. Curry Achievement Award) may be worn on the AFJROTC uniform. Badges or insignia from Active Duty, Guard, Reserve, or any other non-AFJROTC group are not authorized on the AFJROTC uniform.

**5.3.4.3. Valor Awards.** Valor awards from all services are worn ahead of all other ribbons from any service. The AFJROTC Valor Awards will be worn first, with other services' Valor Awards worn in the following order: Army, Navy, Marine Corps, and Coast Guard.

**5.3.4.4.** Medals and ribbons may be worn simultaneously for formal, semiformal, special occasions of a limited nature. The routine wear of medals and ribbons is prohibited.

**5.3.4.5.** Units should contact the nearest chapter of the sponsoring organization to obtain awards, invite presenters, or obtain any guidance on presentation.

### **5.3.5. Descriptions and Criteria.**

**5.3.5.1. Gold and Silver Valor Award.** Awards consist of a medal, ribbon, and citation. The Gold Valor Award recognizes the most outstanding voluntary acts of self-sacrifice and personal bravery by a cadet involving conspicuous risk of life above and beyond the call of duty. The Silver Valor Award is awarded to a cadet for a voluntary act of heroism which does not meet the risk-of-life requirements of the Gold Valor Award.

**5.3.5.1.1.** Forward recommendations for valor awards to AFROTC/DOJO for review and approval within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. Upon approval, AFROTC/DOJO distributes the citation, medal, and ribbon for presentation.

**5.3.5.2. Cadet Humanitarian Award.** Award consists of a ribbon and certificate and recognizes humanitarian effort or performance by cadets involving actions above and beyond the call of duty.

**5.3.5.2.1.** Forward recommendations for humanitarian awards to AFROTC/DOJO for review and approval within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. Upon approval, AFROTC/DOJO distributes the citation and ribbon for presentation.

**5.3.5.3. Air Force Association (AFA) Award.** This AFA-sponsored award consists of a medal and ribbon and is presented annually at each unit to the outstanding second-year (in a 3-year program) or third-year cadet (in a 4-year program). Report required (see para 5.3.3.1).

**5.3.5.3.1.** The award recipient must possess/meet the following personal characteristics and eligibility criteria:

- Positive attitude (toward AFJROTC and school)
- Outstanding personal appearance (uniform and grooming)
- Display personal attributes such as initiative, judgment, and self-confidence
- Courteous demeanor (promptness, obedience, and respect for customs)
- Growth potential (capacity for responsibility, high productivity, adaptability to change)
- Possession of the highest personal and ethical standards and strong positive convictions
- Rank in the top 5% in their AS class
- Rank in the top 10% of their academic class
- Be recommended by the SASI for the Outstanding Cadet Ribbon

**5.3.5.3.2.** The SASI, as chairman, with the ASI and other faculty members, selects the recipient by 1 April. Upon selection, the SASI requests the award from the Director of ROTC Affairs, Air Force Association.

**5.3.5.4. Daedalian Award.** The Order of Daedalians is a fraternity of commissioned pilots from all military services. It is named after the legendary figure, Daedalus, and was organized by WW I military pilots who sought to perpetuate the spirit of patriotism, love of country, and the high ideals of self-sacrifice which place service to the nation above personal safety and position. This award is offered to encourage the development of these traits in cadets and to interest them in a military career. The medal is fashioned after an ancient Grecian plaque discovered by a Daedalian in the village of Lavadia, Greece and depicts Daedalus and his son Icarus fabricating their legendary wings of wax and feathers. The award also includes a ribbon.

**5.3.5.4.1.** This annual award recognizes one outstanding third-year cadet at each unit that meets the following criteria:

- Demonstrate an understanding and appreciation of patriotism, love of country, and service to the nation
- Indicate the potential and desire to pursue a military career
- Rank in the top 10% of their AS class



Rank in the top 20% of their school class

**5.3.5.4.2.** The SASI selects the recipient and requests the award from the nearest Daedalian Flight. A minimum of 90 days notice is required to allow the local chapter to obtain the award from their national headquarters and to schedule a Daedalian Flight presenter for the award.

**5.3.5.5. American Legion Scholastic Award.** This award consists of a bronze medal accompanied by a ribbon with a distinctive miniature attachment depicting a scholastic scroll. Report required (see para 5.3.3.1).

**5.3.5.5.1.** This award is presented annually to one second- or third-year cadet (in a 3-year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet's overall scholastic achievements. Each cadet must:

- Rank in the top 10% of the high school class
- Rank in the top 25% of their AS class
- Demonstrate leadership qualities
- Actively participate in student activities

**5.3.5.5.2.** The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient and must request the award not later than 15 April. The award devices and presenter can be requested from the nearest American Legion Post.

**5.3.5.6. American Legion General Military Excellence Award.** This award consists of a bronze medal accompanied by a ribbon with a distinctive miniature attachment depicting a torch.

**5.3.5.6.1.** This award is presented annually to one second- or third-year cadet (in a 3-year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet's general military excellence. Each cadet must:

- Rank in the top 25% of their AFJROTC class.
- Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.

**5.3.5.6.2.** The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient and must request the award not later than 15 April. The award devices and presenter can be requested from the nearest American Legion Post. Report required (see para 5.3.3.1).

**5.3.5.7. Daughters of the American Revolution (DAR) Award.** This award consists of a bronze medal and ribbon and is presented annually to one third-year (in a 3-year program) or fourth-year cadet (in a 4-year program) that meets the following criteria:

- Rank in the top 25% of their AS class.
- Rank in the top 25% of their high school class.
- Demonstrate qualities of dependability and good character.
- Demonstrate adherence to military discipline.
- Possess leadership ability and a fundamental and patriotic understanding of the importance of ROTC training.

**5.3.5.7.1.** The SASI and principal select the recipient and must request the award and a presenter not later than 1 March. The award devices and presenter can be requested from the nearest DAR chapter. Report required (see para 5.3.3.1).

**5.3.5.8. American Veterans (AMVETS) Award.** This award consists of a medal pendant and ribbon and is presented annually to one qualified cadet that possess individual characteristics contributing to leadership such as:

- A positive attitude toward Air Force ROTC programs and service in the Air Force
- Personal appearance (wearing of the uniform, posture, and grooming, but not physical characteristics *per se*)
- Personal attributes (initiative, dependability, judgment, and self-confidence)
- Officer potential (capacity for responsibility, adaptability, and maintenance of high personal standards)
- Obtained a grade of "A" (or the numerical equivalent) in their AS class

Be in good scholastic standing in all classes at the time of selection and at the time of presentation

**5.3.5.8.1.** The SASI selects the recipient of the award and submits a brief nomination letter and biographical sketch of the cadet to the state AMVETS department where the school is located. An AMVETS representative should make the presentation if a participating local post or department representative is available. Report required (see para 5.3.3.1).

**5.3.5.9. Reserve Officers Association (ROA) Award.** This award consists of a bronze medal, ribbon, and certificate and is presented annually for military and academic achievement to an outstanding third-year cadet (fourth-year cadet in a 4-year program). The recipient must possess individual characteristics contributing to leadership such as:

- Positive attitude toward the AS curriculum
- Outstanding personal appearance (wear of the uniform, posture, and grooming)
- Attributes of initiative, judgment, and self-confidence
- Courtesy (promptness, obedience, and respect)
- Growth potential (capacity for responsibility, high productivity, adaptability to change)
- Demonstrate the highest personal and ethical standards and strong positive convictions
- Rank in the top 10% of their AS class

**5.3.5.9.1.** The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient of the award. The local ROA chapter contacts each ASI before 15 September and furnishes the name of the ROA representative for presentation purposes. If no contact is made by 15 September, the SASI must communicate directly with the National Headquarters of the Reserve Officers Association. Report required (see para 5.3.3.1).

**\*5.3.5.10. Military Order Of World Wars Award.** This award consists of a bronze medal pendant, certificate, and ribbon and is presented annually to an outstanding cadet who has committed to continue the aerospace science program the following school year. Selection is based on outstanding accomplishments or service to the JROTC unit.

**\*5.3.5.10.1.** The SASI, with the concurrence of the principal, selects the recipient and completes the Military Order of the World Wars (MOWW) citation by summarizing the cadet's outstanding accomplishments or service to the unit. The citation and request for the medal, certificate, and ribbon are sent to the nearest local chapter of the MOWW. The SASI will make arrangements for a MOWW representative to make the presentation at an appropriate ceremony. If a local chapter is unavailable, contact the MOWW National Headquarters. If a member is not available, any active, reserve, or retired commissioned officer may present the award.

**5.3.5.11. The Retired Officers Association (TROA) Award.** This award consists of a medal pendant with ribbon and is presented annually to an outstanding second-year cadet (third-year cadet in a 4-year program) who shows exceptional potential for military leadership. Each cadet must:

- Be a member of the junior class
- Be in good academic standing
- Be of high moral character
- Show a high order of loyalty to the unit, school, and country
- Show exceptional potential for military leadership

**5.3.5.11.1.** The SASI selects the recipient subject to the final approval of the sponsoring TROA chapter. The SASI requests the award devices from the nearest TROA chapter. A TROA representative will make the award presentation. If a TROA chapter is not available in the area, the SASI sends the request to The Retired Officers Association Headquarters. Report required (see para 5.3.3.1).

**5.3.5.12. Veterans Of Foreign Wars (VFW) Award.** This award consists of a medal pendant with ribbon and is presented annually to an outstanding second- or third-year cadet in a 3-year program (third- or fourth-year cadet in a 4-year program) who is actively engaged in the AFJROTC program and who possesses individual characteristics contributing to leadership. Each cadet must:

- Have a positive attitude toward AFJROTC

- Have outstanding military bearing and conduct
- Possess strong positive personal attributes (such as courtesy, dependability, punctuality, respect, and cooperation)
- Demonstrate patriotism (being a member of the color guard or drill team) and actively promote Americanism
- Demonstrate leadership potential
- Attain a grade of "B" in AFJROTC with an overall average grade of "C" in all subjects for the previous semester
- Be active in student activities
- Not have been a previous recipient of this award

**5.3.5.12.1.** The SASI selects the recipient subject to the final approval of the sponsoring VFW chapter. The SASI requests the award from the nearest local post in February for presentation in April or May. A VFW representative will present the award at an appropriate ceremony. If no local post is available, or if the local post does not offer the award, obtain information by contacting the headquarters of the Veterans of Foreign Wars of the United States. Report required (see para 5.3.3.1).

**5.3.5.13. National Sojourners Award.** This award consists of a ribbon, medal pendant, and certificate, annually recognizing an outstanding first- or second-year cadet (second- or third-year cadet in a 4-year program) who contributed the most to encourage and demonstrate Americanism within the corps of cadets and on campus. Each cadet must:

- Be in the top 25% of their academic class
- Encourage and demonstrate ideals of Americanism
- Demonstrate potential for outstanding leadership
- Not have previously received the award

**5.3.5.13.1.** The SASI selects the recipient subject to the final approval of the sponsoring National Sojourners chapter. The SASI requests the award from the nearest local chapter in February for presentation in April or May. A representative from the National Sojourners will make the award presentation at an appropriate ceremony. If no local chapter is available or if the local chapter does not offer the award, contact the headquarters of the National Sojourners. Report required (see para 5.3.3.1).

**5.3.5.14. Sons Of The American Revolution (SAR) Award.** This award consists of a bronze medal with ribbon and recognizes an outstanding second-year cadet in a 3-year program or third-year cadet in a 4-year program who is enrolled in the AFJROTC program. The recipient must exhibit a high degree of leadership, military bearing, and all-around excellence in AS studies and not have previously received the award. Each cadet must:

- Be currently enrolled in the AFJROTC program
- Be in the top 10% of their AFJROTC class
- Be in the top 50% of their overall class

**5.3.5.14.1.** The SASI and the Principal select the recipient of the award not later than 1 March. The SAR national headquarters furnishes the secretary of each applicable SAR state organization a list of the AFJROTC units in their state. A representative of SAR will present the award and correspond directly with each unit within their area. The SASI makes arrangements for presentation with the applicable state society or local chapter. Report required (see para 5.3.3.1).

**5.3.5.15. Scottish Rite, Southern Jurisdiction Award.** This award consists of a medal, ribbon, and certificate and annually recognizes an outstanding second-year cadet in a 3-year program or third-year cadet in a 4-year program. Each cadet must:

- Contribute the most to encourage Americanism by participation in extracurricular activities or community projects
- Demonstrate academic excellence by being in the top 25% of class
- Demonstrate the qualities of dependability, good character, self discipline, good citizenship and patriotism
- Not have been a previous recipient of this award

**5.3.5.15.1.** The SASI selects the recipient and requests the award from the nearest Scottish Rite Valley of the Southern Jurisdiction at any time during the calendar year. With a 30-day notice, a representative of the Scottish Rite Valley of the Southern Jurisdiction will make the presentation at an appropriate ceremony. If no local unit is available, or if the local unit does not offer the award, obtain information by contacting the national headquarters of the Scottish Rite Valley of the

Southern Jurisdiction. The star worn on the ribbon must be procured with private or unit funds and will not be furnished by the sponsoring organization.

**5.3.5.16. Military Order Of the Purple Heart Award.** This award consists of a medal pendant with a ribbon and annually recognizes an outstanding second- or third-year cadet (third- or fourth-year cadet in a 4-year program) who is enrolled in the AFJROTC program and demonstrates leadership ability. Each cadet must:

- Have a positive attitude toward AFJROTC and country
- Hold a leadership position in the cadet corps
- Be active in school and community affairs
- Attain a grade of "B" or better in all subjects for the previous semester
- Not have been a previous recipient of this award

**5.3.5.16.1.** The SASI selects the recipient and requests the award from the nearest Military Order of the Purple Heart unit in February for presentation in April or May. A representative of the Military Order of the Purple Heart will make the presentation at an appropriate ceremony. If no local unit is available, or if the local unit does not offer the award, obtain information by contacting the national headquarters of the Military Order of the Purple Heart.

**5.3.5.17. Air Force Sergeants Association (AFSA) Award.** This annual award consists of a medal pendant with a ribbon and recognizes an outstanding second- or third-year cadet in a three-year program (third- or fourth-year cadet in a 4-year program). The recipient must demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. Each cadet must:

- Be in the top 25% of the AFJROTC class
- Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship
- Not have been a previous recipient of this award

**5.3.5.17.1.** The SASI, as chairperson, with the ASI, recommends the recipient of the award at least 60 days prior to the desired presentation date, but not later than 15 April. The SASI requests the award and an AFSA presenter from the nearest AFSA chapter. If information on the nearest chapter is not available, or if there is no active AFSA chapter in the area, the SASI will contact the AFSA international headquarters to obtain the name and address of the division president whose area of responsibility is nearest the requesting school. Report required (see para 5.3.3.1).

**5.3.5.18. Noncommissioned Officers Association (NCOA) JROTC Award.** This award consists of a medal, ribbon, and certificate and annually recognizes the most outstanding cadet Noncommissioned Officer in the unit. Each cadet must consistently exhibit the best military bearing, personal appearance, deportment and leadership ability

**5.3.5.18.1.** The SASI selects the recipient and requests the award from the nearest Noncommissioned Officers Association Chapter. A representative will make the presentation at an appropriate ceremony. If no local unit is available, or if the local unit does not offer the award, obtain information by contacting the Roadrunner Chapter #153, Noncommissioned Officers Association.

**\*5.3.5.19. Tuskegee Airmen Incorporated (TAI) Air Force Junior ROTC Cadet Award.** This TAI sponsored award consists of a ribbon and a certificate and is presented annually to two cadets. Cadets may be first-year, second-year, or third-year cadets (in a 3- or 4-year program) and must meet the following criteria:

- Attain a grade of "B" or better in their AS class
- Be in good academic standing
- Actively participate in cadet corps activities
- Participate in at least 50% of all unit service programs

**\*5.3.5.19.1.** The SASI and ASI select the recipients and must request the award not later than 1 March. The award devices and certificates can be requested from AFJROTC Unit SC-065, C.A. Johnson High School. A follow-up report is required after the award is presented. Provide SC-065 the names and grades of the recipients and date award was presented.

**5.3.5.20. Outstanding Cadet Ribbon.** Awarded annually to the outstanding first-year, second-year, third-year, and fourth-year cadet. The recipient from each class must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and attain academic and military excellence. This ribbon is initially awarded with one silver star.

**5.3.5.21. Leadership Ribbon.** Awarded for outstanding performance in a position of leadership as an AFJROTC cadet in corps training activities. Limit this ribbon to 5 percent of the eligible group to ensure recognition of cadets who have consistently displayed outstanding leadership ability above and beyond expected performance. This ribbon is initially awarded with one bronze star.

**5.3.5.22. Achievement Ribbon.** Awarded for a significant achievement as deemed appropriate by the SASI. Limit this ribbon to 5 percent of the cadet corps. Individuals may not receive more than one ribbon during a 1-year period. This ribbon is initially awarded with one silver star.

**5.3.5.23. Superior Performance Ribbon.** Awarded annually for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Present the ribbon for a single or sustained performance of a superior nature. Limit this ribbon to 10 percent of the cadet corps to ensure recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets. This ribbon is initially awarded with one silver star.

**\*5.3.5.24. Outstanding Unit Award.** Awarded to cadets enrolled during the inspection when a unit's "outstanding" rating is earned.

**\*5.3.5.25. Excellent Unit Award.** Awarded to cadets enrolled during the inspection when a unit's "excellent" rating is earned.

**5.3.5.26. Academic Ribbon.** Awarded for academic excellence as signified by attaining an overall grade point average of at least "B" for one academic term, in addition to an "A" average in AFJROTC. This ribbon is initially awarded with one bronze star.

**5.3.5.27. Outstanding Flight Ribbon.** Awarded each academic term to members of the outstanding flight under criteria determined by the SASI.

**\*5.3.5.28. Leadership School Ribbon.** Awarded for completion of an approved leadership school program of at least 5 days duration. Add a silver star for outstanding performance or leadership ability at a Leadership School. Limit the star to 10 percent of the class. This ribbon may only be earned once.

**5.3.5.29. Drill Competition Ribbon.** Awarded to drill team members for "placing" in an Air Force or Joint Service drill meet.

**5.3.5.30. Orienteering Competition:** Awarded to team members for "placing" in an orienteering meet.

**5.3.5.31. Cocurricular Activities Leadership Ribbon.** Awarded for leadership in AFJROTC cocurricular activities (such as dining-in chairperson, military ball chairperson, etc.). The recipient must have demonstrated exceptional leadership in achieving objectives through the coordinated efforts of others. This award may be earned a maximum of four times. This ribbon is initially awarded with one silver star.

**5.3.5.32. Service Ribbon with Drill Team Bar (Bronze).** Awarded for distinguished participation in at least 75 percent of all scheduled drill team events. It is awarded once and worn on the Service Ribbon.

**5.3.5.33. Service Ribbon with Color Guard Bar (Bronze).** Awarded for distinguished participation in at least 75 percent of all scheduled color guard events. It is awarded once and worn on the Service Ribbon.

**5.3.5.34. Service Ribbon with Saber Team Bar (Bronze).** Awarded for distinguished participation in at least 75 percent of all scheduled saber team events. It is awarded once and worn on the Service Ribbon.

**5.3.5.35. Service Ribbon.** Awarded for distinctive performance in school, community, or AFJROTC service projects. Limit to members whose active participation in a service project contributed significantly to the goals of the organization. If a cadet has qualified for the Drill Team, Color Guard, and Saber Team bars, and qualifies for the service ribbon, the cadet may wear a total of four ribbons in the appropriate order as directed in AFROTC VA 36-4, Air Force Junior ROTC Ribbon Chart.

**5.3.5.36. Longevity Ribbon.** Awarded for completion of each AS year.

**5.3.5.37. Physical Fitness Ribbon.** Awarded for sustained participation in a locally developed physical fitness program. The SASI awards this ribbon based on locally developed criteria.

**5.3.5.38. Recruiting Ribbon.** Awarded for outstanding effort in support of unit recruiting activities. Limit to 10 percent of the cadet corps each year under locally developed criteria.

**5.3.5.39. Activities Ribbon.** Awarded for participation in cocurricular competitive activities (drill meets, color guard competitions, parades, rocket meets, academic meets, etc.). The SASI awards this ribbon using locally developed criteria.

**5.3.5.40. Attendance Ribbon.** Awarded to cadets with no more than 4 excused absences and no unexcused absences in an academic term.

**5.3.5.41. Good Conduct Ribbon.** Awarded to cadets with no suspensions of any kind, no adverse reports from other staff or faculty in an academic term.

**5.3.5.42. Dress and Appearance Ribbon.** Awarded for wearing uniform on all designated uniform days and conforming with all AFJROTC dress and appearance standards. Limit this ribbon to 25% of the cadet corps.

**5.4. Insignia Placement.** The AFJROTC uniform will be worn according to the figures contained in this instruction. AFROTC/DOJO is the review/approval authority for waivers and for situations not specifically addressed by this instruction.

## **5.5. National Competitions.**

**5.5.1. Aerospace Education Foundation's (AEF) JROTC Video Contest.** The AEF in conjunction with the AFA, conducts a contest each year for AFJROTC units. New categories and subjects are selected each year by the AEF to supplement and reinforce the AFJROTC program. Certificates of merit are provided to 20 participants receiving honorable mention. A cash award of \$500 and a plaque are presented to the four individual category winners. A special award of \$1,000 and a distinctive plaque are presented to the overall winner of the contest.

**\*5.5.1.1.** AEF will forward the current year's categories and subjects in November of each year to AFJROTC units. Submit contest entries to the AEF national headquarters. Each entry must be postmarked no later than March (date announced each year) to qualify for the contest. Do not forward entries to AFROTC. Results of the judging are completed in late May.

**5.5.1.2.** Awards for honorable mention and individual categories are forwarded to local AFA chapters for presentation. The AFJROTC overall winning entry is honored at the AFA national convention. The SASI, the school principal, and two cadets involved with the winning entry are AEF guests for the 3-day convention.

**5.5.2. Freedoms Foundation at Valley Forge (FFVF) National Awards Military Contest.** The Freedoms Foundation at Valley Forge, Pennsylvania, conducts an annual essay contest for cadets in ROTC programs. The competition is interservice and nationwide. Awards are combined for all services. The overall winner receives a \$100 United States Savings Bond and an encased George Washington Honor Medal. Runners-up receive the medal and a \$50 United States Savings Bond. The top award winner is invited to Valley Forge, at no expense, to receive the award. The other awards are sent to the school for presentation at an appropriate ceremony.

**5.5.2.1.** FFVF distributes the current year's categories and subjects. A maximum of five essays may be submitted by each unit for national competition. Each unit is responsible for developing procedures for selecting the five best essays in the unit.

**5.5.2.2.** Submit entries in letter or essay format, typed on one side of standard bond paper. Entries must include the cadet's name, rank, unit, home address, name, and address of the school. The entry must also specify the name and grade of the JROTC instructor. Entries must be no less than 100 words and no more than 500 words. Mail essays to the awards department of the Freedoms Foundation. Do not forward entries to AFROTC. Each essay forwarded for national judging must arrive at the Freedoms Foundation not later than 1 May.

**5.5.3. US Space and Missile Center Aviation Challenge Scholarship Program.** The AEF and the US Space and Missile Center award four scholarships annually to AFJROTC cadets. A scholarship is awarded to one primary cadet (with one alternate cadet if the primary is unable to attend) from each region as selected by the region commander. The scholarship subsidizes transportation, room, board, and tuition costs to the Aviation Challenge program in Huntsville AL. Alternates may be subsidized in full or in part if funds are available.

**5.5.3.1.** The Aviation Challenge program is available to rising fourth-year (4-year program) or rising third-year cadets (3-year program) with a financial need and academic excellence in school and AFJROTC. Candidates must also be pre-enrolled in their final year of AFJROTC.

**5.5.3.2.** The SASI selects one nominee and submits a brief description of the candidate to the area manager, who selects the top candidate from the submissions received. The region commander reviews and rank-orders letters received from area managers, selecting one award winner and one alternate. Nominations must arrive at AFROTC/DOJ NLT 15 May.

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## Chapter 6 Equipment

**6.1. Government Equipment and Supplies.** Government equipment and supplies authorized and provided for AFJROTC training are issued to the military property custodian appointed by each school. The principal of the school notifies AFOATS/SDLJ of the name of the individual designated as the military property custodian. The ASI is normally appointed to this duty. Government-owned Air Force Automated Data Processing Equipment (ADPE) is issued to the individual assigned as the ADPE custodian. This is normally the individual designated as the military property custodian. Each school may be required to furnish a bond of surety for the government property assigned to the AFJROTC unit. AFROTC/DOJ determines when a bond is required, its amount, and its execution.

**6.2. Shipping Charges.** Charges for shipping government property to and from the institution, including packaging and handling, are paid by the Air Force, except for surplus government property. All costs incident to maintenance and local storage and safeguard of surplus property are paid by the institution.

**6.3. Acquiring Surplus Government Property.** Units requiring government property will use the schools procedures to obtain it. The unit must be designated as a service educational activity (SEA) in order to obtain such property. Each unit's school district has procedures on how to process a request through the state agency for surplus property. HQ AFROTC is not responsible for the property or any cost involved.

**6.4. Acquisition/Disposition of Educational Materials.** Educational materials are listed in the CMPF Guide. Use AFJROTC Curriculum Order Form (Overprint), listing volume number, title, and quantity. Forward orders to AFROTC/DOJO at least 1 month prior to required delivery date.

**6.4.1.** Air Force audiovisual (AV) productions may be ordered from Joint Visual Information Services Distribution Activity at their website: [www.redstone.army.mil/davis/](http://www.redstone.army.mil/davis/). AFJROTC units are not authorized materials marked "Not for public use."

**6.4.2.** Federal Aviation Administration (FAA) films are listed in the FAA Film Catalog and can be ordered from: Film Library, AC44-15, FAA Film Service, c/o Modern Talking Picture Service, Inc., 5000 Park Street North, St. Petersburg FL 33709-2800.

**6.4.3.** National Aeronautics and Space Administration (NASA) films are listed in the NASA Film and Video List and can be ordered from the nearest NASA Regional Film Library or from: NASA George C. Marshall Space Flight Center, Public Affairs Office CA20, Marshall Space Flight Center, Huntsville AL 35812-9000.

**6.4.4. Accountability.** Student materials may be acquired and maintained up to a 25 percent overage of the cadet corps population based on the 1 Oct PSR headcount. Instructor and unit materials will be maintained one per instructor/unit.

**6.4.5. Disposition.** Prior approval from AFROTC/DOJO is required before any materials are returned for any reason to authorize funding and ensure proper shipping procedures are followed. Do not return excess Air University numbered texts. Excess educational materials which are current and in good condition should be returned to: ECI Warehouse, 50 East Turner Blvd, Bldg 832, Maxwell AFB-Gunter Annex AL 36118-5643.

ROBERT L. C. LEWIS, JR., Lt Col, USAF  
Chief, Communications Branch



## AIR FORCE JUNIOR ROTC INSIGNIA

### CADET OFFICER RANK



SECOND  
LIEUTENANT



FIRST  
LIEUTENANT



CAPTAIN



MAJOR



LIEUTENANT  
COLONEL



COLONEL

### CADET AIRMAN RANK



AIRMAN



AIRMAN  
FIRST CLASS



SENIOR  
AIRMAN



STAFF  
SERGEANT



TECHNICAL  
SERGEANT



(OLD)



(NEW)

MASTER  
SERGEANT



(OLD)



(NEW)

SENIOR  
MASTER  
SERGEANT



(OLD)



(NEW)

CHIEF  
MASTER  
SERGEANT

## AIR FORCE JUNIOR ROTC BADGES



LAPEL INSIGNIA  
(METAL)



OFFICERS  
FLIGHT CAP  
AND BERET  
INSIGNIA



FLIGHT CAP  
AND BERET  
INSIGNIA



SERVICE CAP  
INSIGNIA



OFFICERS  
SERVICE CAP  
INSIGNIA



GROUND SCHOOL  
BADGE



FLIGHT SOLO  
BADGE



FLIGHT CERTIFICATE  
BADGE



MODEL ROCKETRY  
BADGE



AWARENESS  
PRESENTATION  
TEAM BADGE



DISTINGUISHED  
AFJROTC  
BADGE



ACADEMY OF  
MODEL AERONAUTICS  
SILVER WINGS



KITTY HAWK  
AIR SOCIETY  
BADGE



FIRST  
SERGEANT  
INSIGNIA



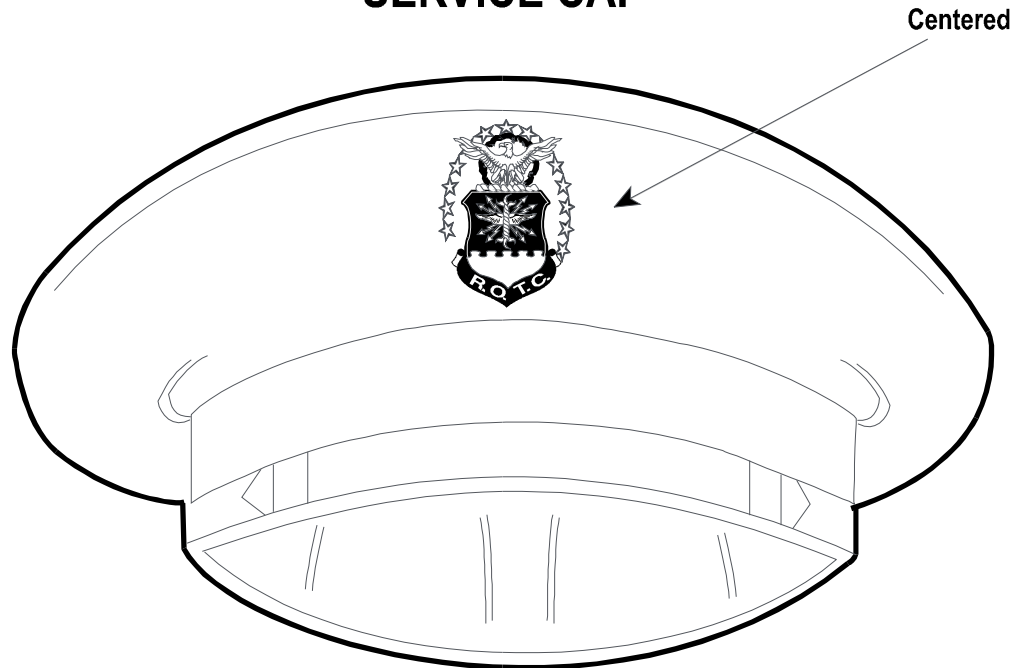
AEF BADGE



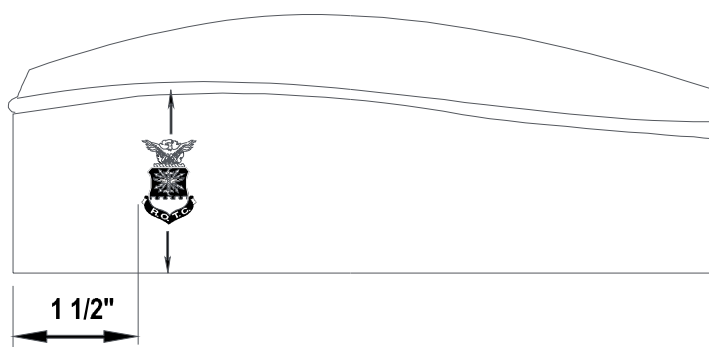
SHOULDER TABS

## CADET MALE HEADGEAR

### SERVICE CAP



### FLIGHT CAP

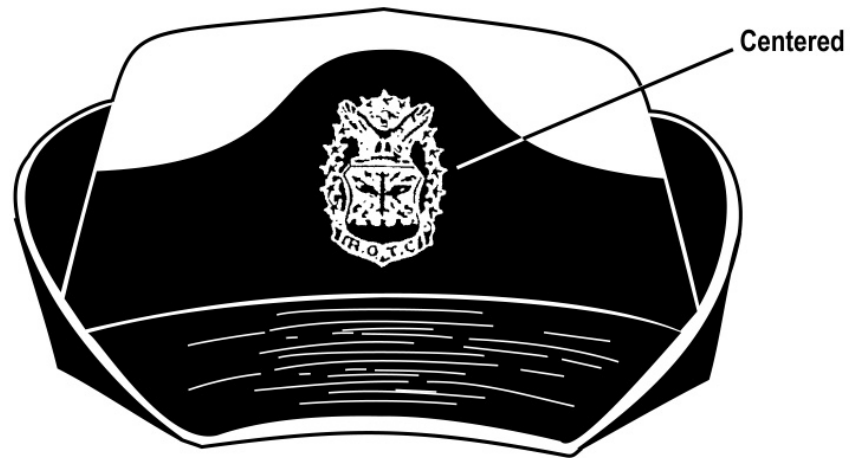


centered top to bottom and  
1 1/2 inches from front of cap

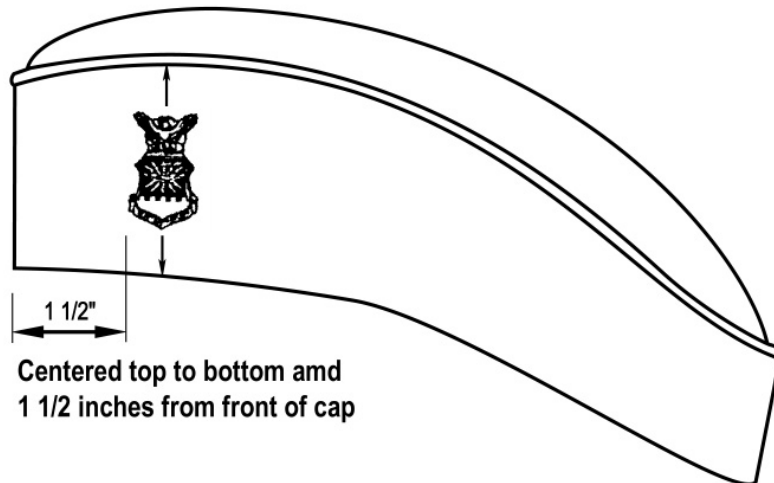
Officers wear hat insignia with stars  
Insignia without stars is worn by enlisted

## CADET FEMALE HEADGEAR

### SERVICE CAP

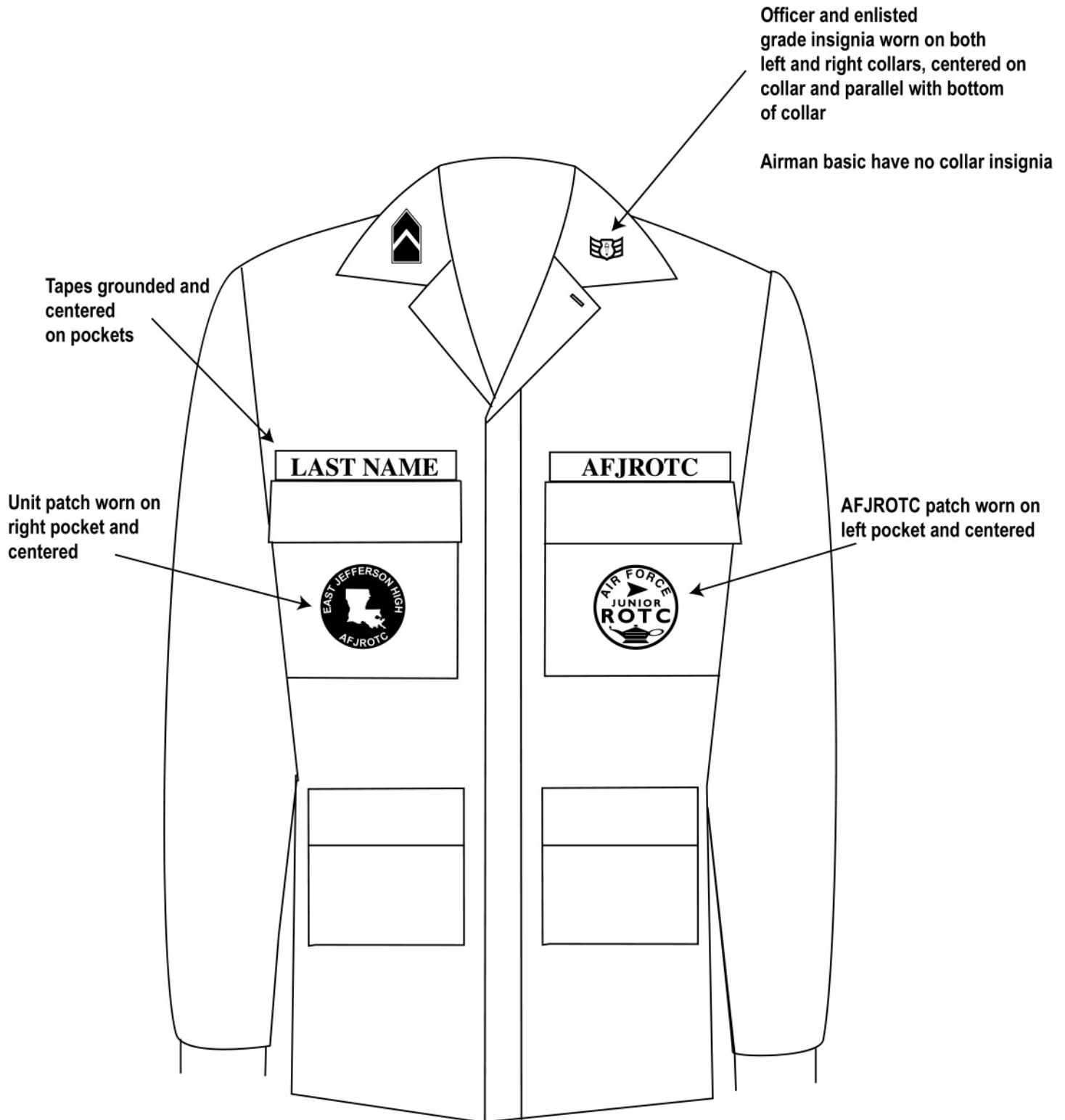


### FLIGHT CAP

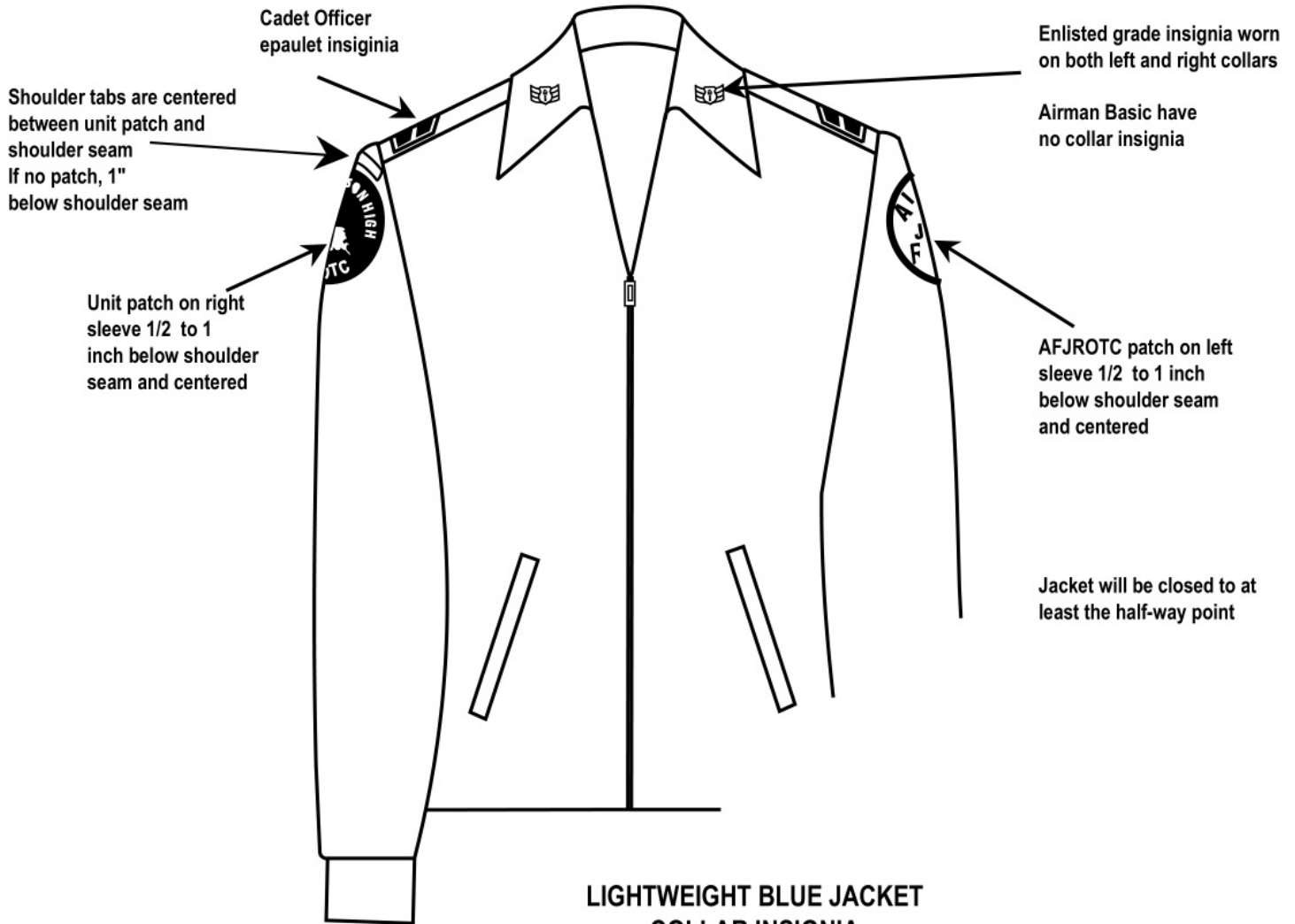


Officers wear hat insignia with stars  
Insignia without stars is worn by enlisted

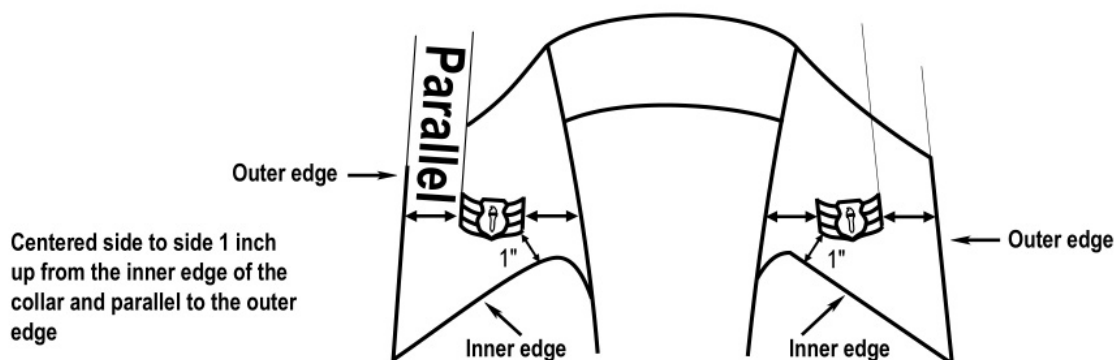
## CADET BATTLE DRESS UNIFORM (BDU) Male and Female



# CADET LIGHTWEIGHT BLUE JACKET



## LIGHTWEIGHT BLUE JACKET COLLAR INSIGNIA



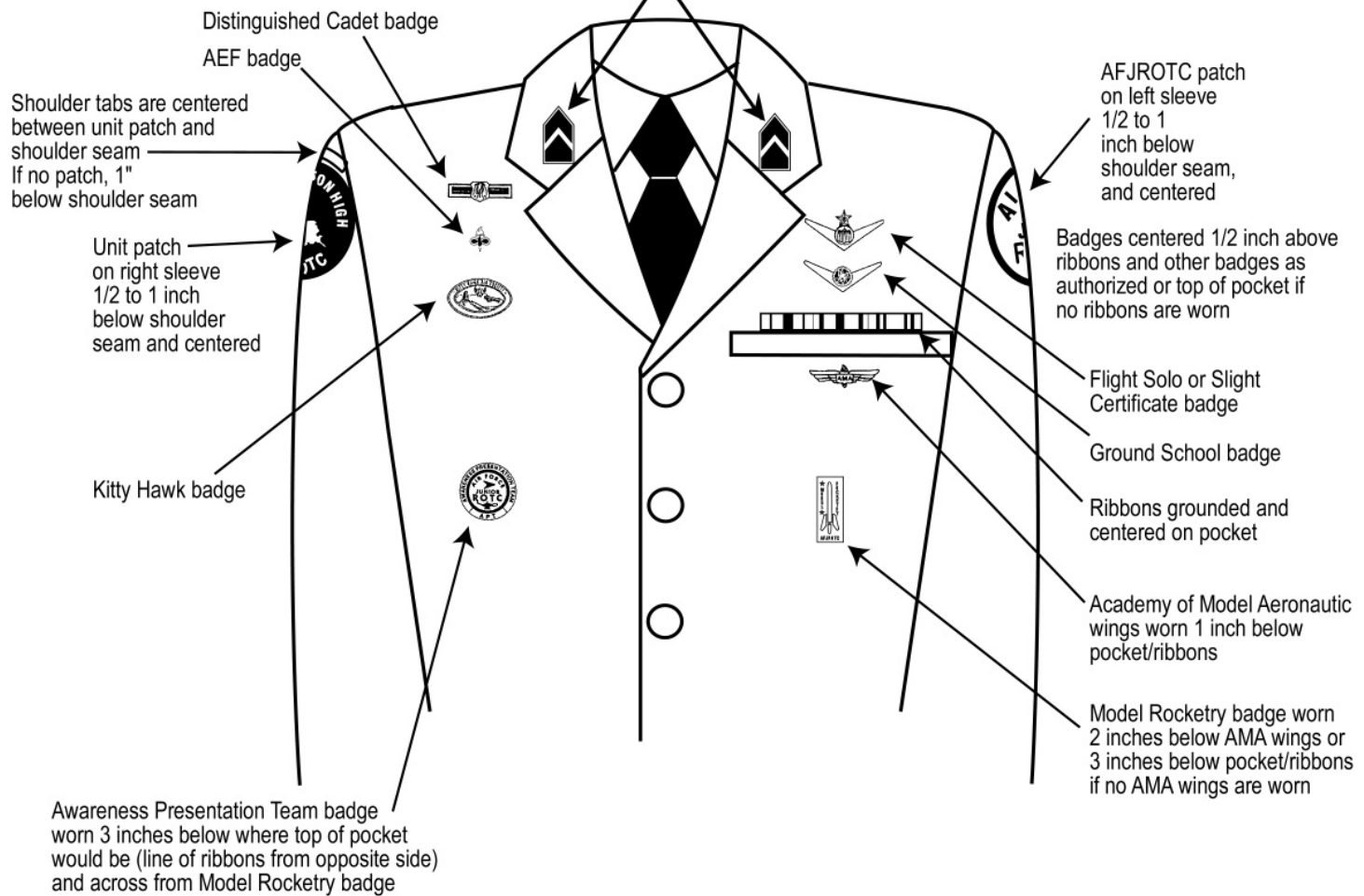
# CADET MALE 1620 SERVICE DRESS

All badges centered 1/2 inch above where pocket would be or other badges as authorized

Insignia worn halfway up seam, resting on but not over seam, parallel with ground

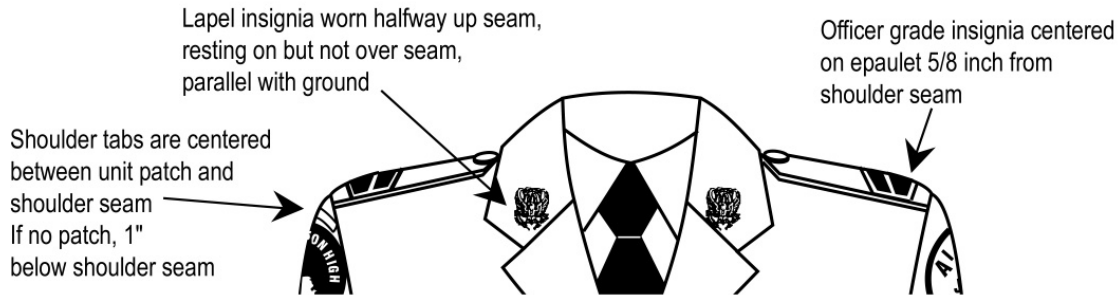
Officer and enlisted grade insignia worn on both lapels

Airman Basic wear lapel insignia on both lapels

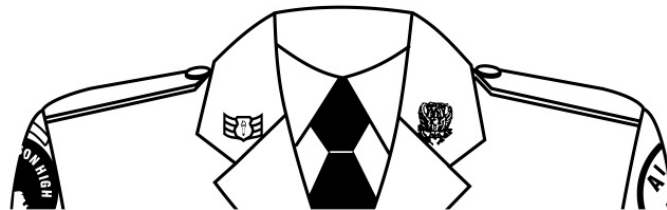


No name tag is authorized on 1620 Service Dress Coat

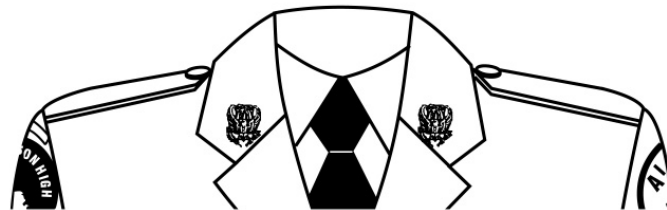
## CADET MALE 1608 SERVICE DRESS (OFFICER)



## CADET MALE 1608 SERVICE DRESS (ENLISTED)



## CADET MALE 1608 SERVICE DRESS (AIRMAN BASIC)



Refer to 1620 Service Dress Coat for badge placement with the following additions:

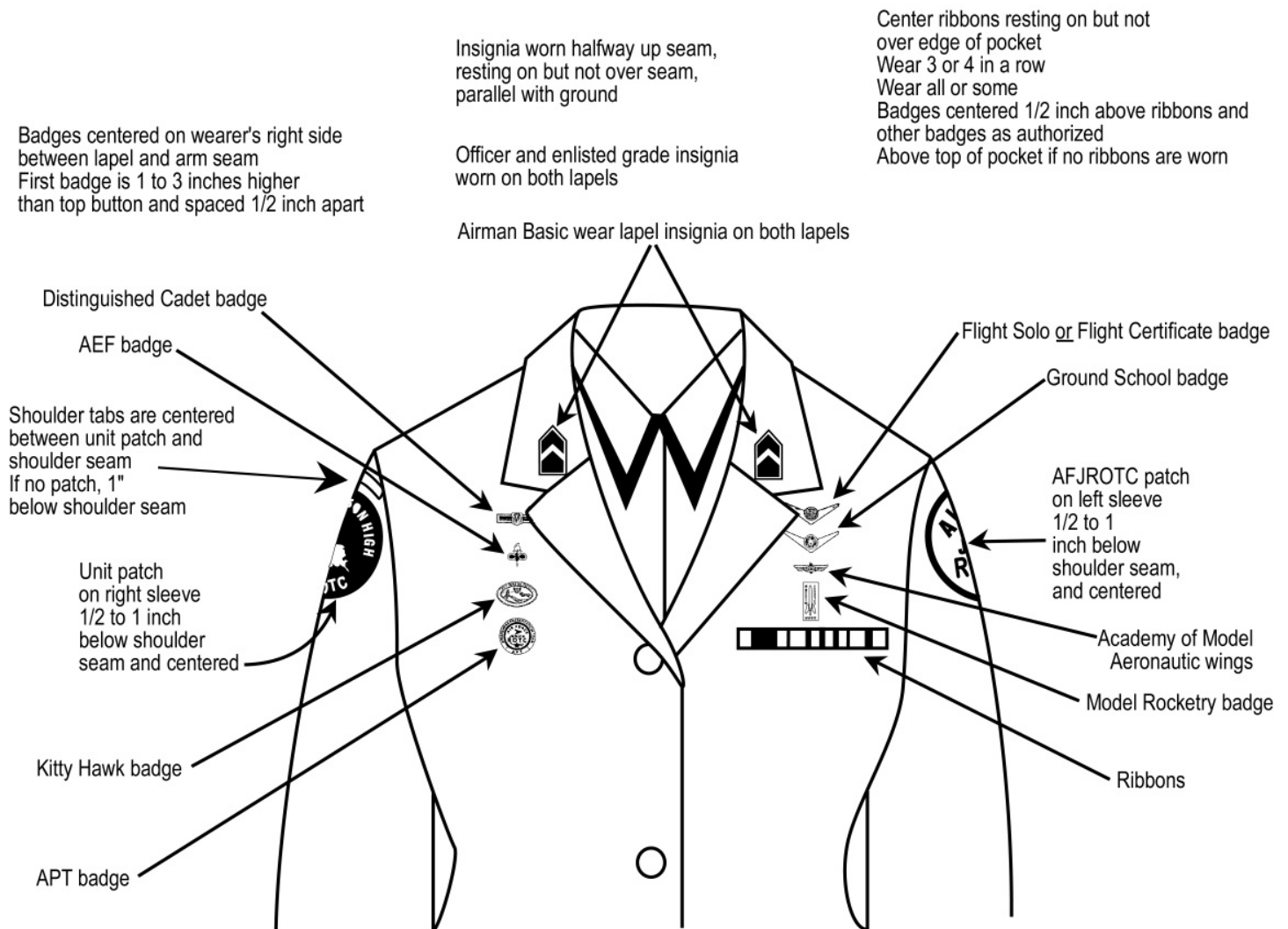
Name tag is authorized grounded and centered over wearer's pocket

Other badges over wearer's right pocket are centered 1/2 inch above name tag (or pocket if name tag is absent)

APT and Model Rocketry badges are centered on the lower pockets on the appropriate sides

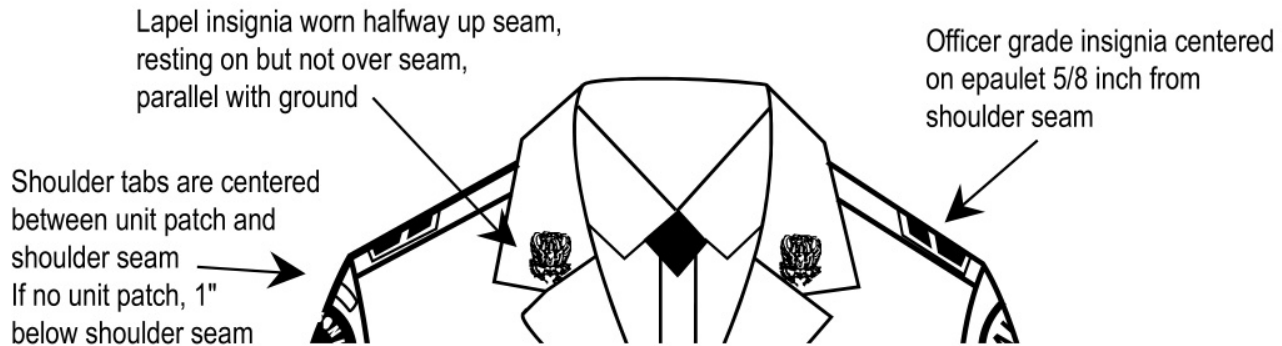


# CADET FEMALE 1620 SERVICE DRESS



No name tag is authorized on 1620 Service Dress Coat

## CADET FEMALE 1608 SERVICE DRESS (OFFICER)



## CADET FEMALE 1608 SERVICE DRESS (ENLISTED)



Enlisted grade insignia worn on wearer's right lapel, with lapel insignia on wearer's left lapel

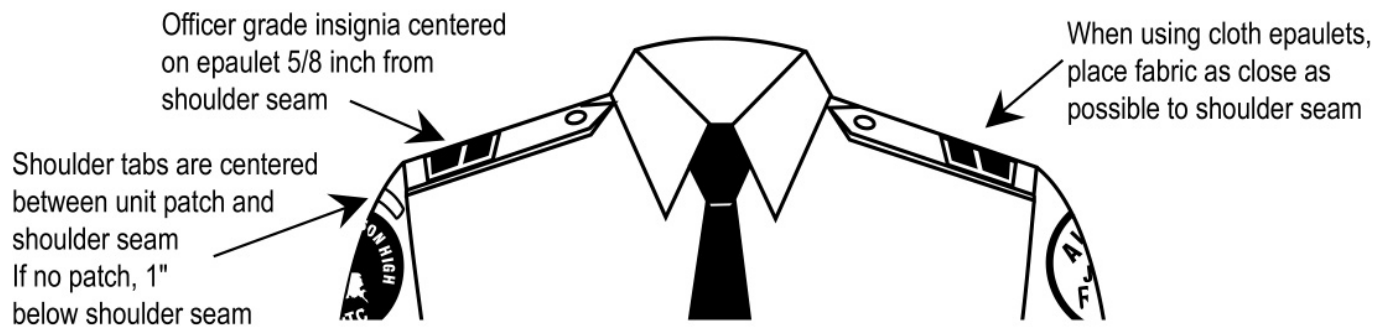
## CADET FEMALE 1608 SERVICE DRESS (AIRMAN BASIC)



Airman Basic wear lapel insignia on both lapels

Refer to 1620 Service Dress Coat for badge placement with the following additions:  
Name tag is authorized (on wearer's right side) and will be centered between lapel and arm seam 1 to 3 inches higher than top button  
Other badges on wearer's right side will be centered 1/2 inch over name tag

## CADET MALE BLUE SHIRT (OFFICER)

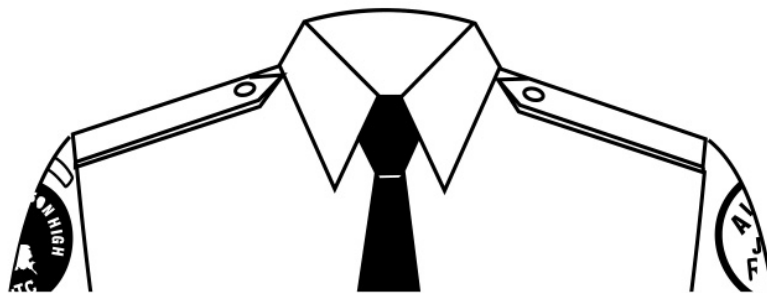


## CADET MALE BLUE SHIRT (ENLISTED)

Enlisted grade insignia worn on both collars, centered side to side and top to bottom with bottom point of torch pointing toward the point of the collar



## CADET MALE BLUE SHIRT (AIRMAN BASIC)



Airman Basic have no insignia of any kind on the collar

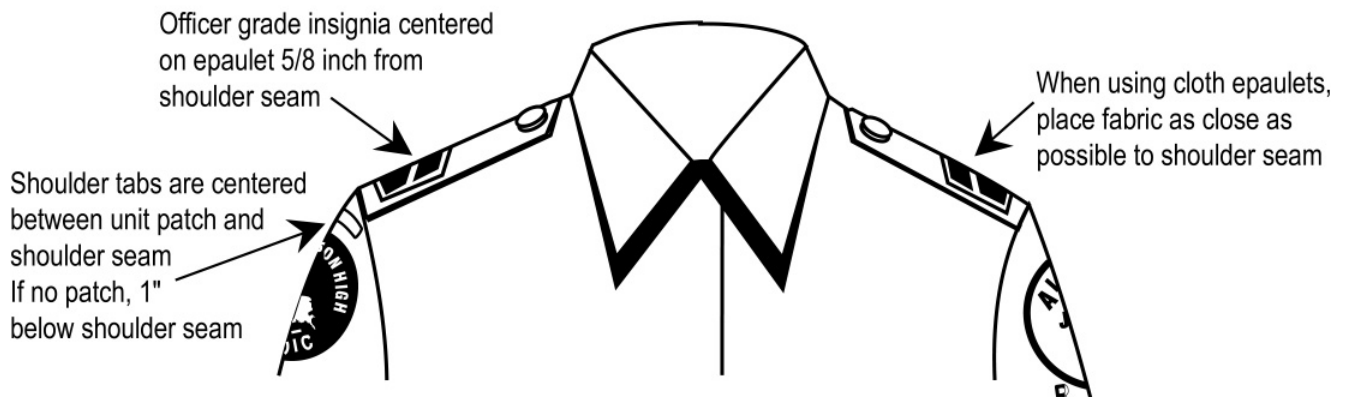
Refer to 1620 Service Dress Coat for badge placement with the following additions:

Name tag is authorized grounded and centered over wearer's right pocket

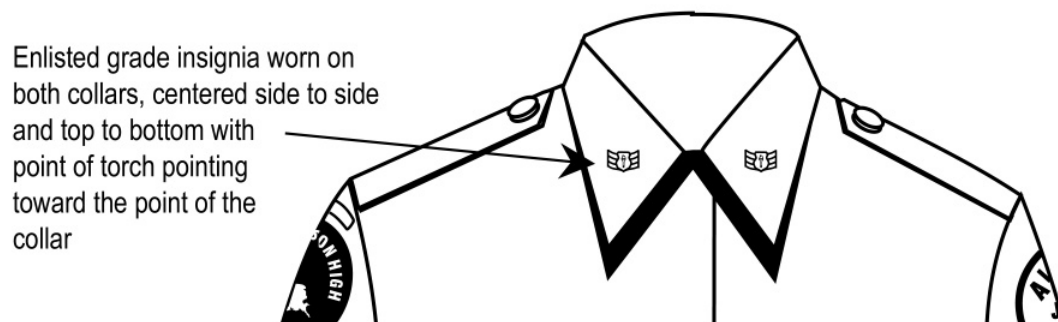
Other badges over wearer's right pocket are centered 1/2 inch above name tag (or pocket if name tag is absent)

APT or Model Rocketry badges are centered on the lower pockets on the appropriate sides

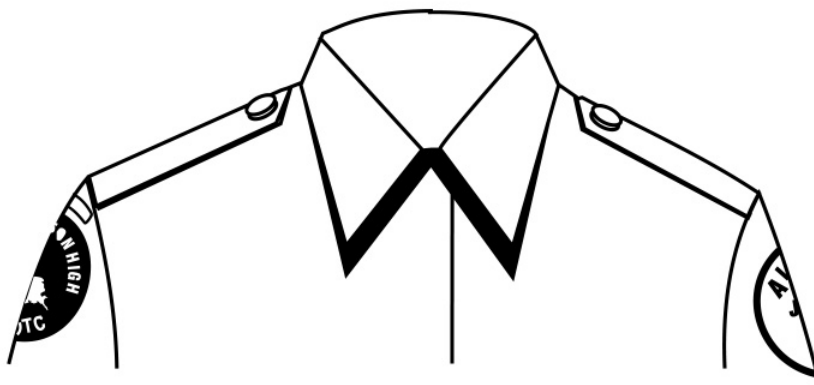
## CADET FEMALE BLUE SHIRT (OFFICER)



## CADET FEMALE BLUE SHIRT (ENLISTED)



## CADET FEMALE BLUE SHIRT (AIRMAN BASIC)



Airman Basic have no insignia of any kind on the collar

Refer to 1620 Service Dress Coat for badge placement with the following additions:  
 Name tag is authorized (on wearer's right side) and will be centered between lapel and arm seam  
 1 to 3 inches higher than top button  
 Other badges over wearer's right side will be centered 1/2 inch over name tag